

March 27, 2013

**NO SHOW POLICY:**

Our office makes appointments for you in good faith and it is important that you keep your appointments. However, if you find that you will not be able to keep your appointment we ask that you give the office **24 hours notice** so that we may schedule another patient in your appointment time. There is a **\$25.00 charge** for appointments that are missed without proper notification, we understand that it is not always possible to give 24 hour notice, so please call as soon as possible before your appointment and we may be able to waive the fee for emergency reasons only. However if we do not receive a call before your appointment time we will not be able to waive fee. For patients with multiple no shows or same day cancellations, we reserve the right to terminate our patient-provider relationship.

Policy Update: As of 5/1/2015 we may reschedule your appointment if we are unable to confirm your appointment with you by noon the day before your appointment. We will start trying to contact you at least two days prior.

Please sign to acknowledge that you have been informed of this policy, failure to sign policy does not mean that the policy does not apply to you.

\_\_\_\_\_ Date \_\_\_\_\_

As a member of Geriatric and Medical Specialists, it is my statement that \_\_\_\_\_

**has been informed** of our No Show Policy but refuses to sign statement.

\_\_\_\_\_ Date \_\_\_\_\_

(Employee's Signature)