

METROPLEX

Foot & Ankle, LLP

METROPLEX FOOT AND ANKLE, L.L.P.

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MISSED APPOINTMENT POLICY

POLICY:

To notify patients of a possible financial penalty for failure to cancel a scheduled appointment our office will document in the electronic medical record when a patient no shows for an appointment or cancels an appointment on short notice.

Failure to give 24 hour notice of cancellation of an appointment or no-showing for an appointment can result in a charge of \$25.00 to the patient's account. This charge cannot be billed to the insurance company. Medical care will not be withheld for a medical emergency.

PROCEDURE

CHECK ONE BOX. SIGN & DATE BELOW.

YES. I understand the Missed Appointment Policy.

I have been informed that a \$25 charge will be applied to my account when I miss appointments without giving proper notice. I understand that this charge cannot be billed to an insurance company. I agree to be personally and fully responsible for payment.

NO. I have decided not to receive services.

Date

Signature of patient or person acting on patient's behalf

Richardson/Garland

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