DIABETES & THYROID METABOLIC CLINIC

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MEDICAL APPOINTMENT CANCELLATION/NO SHOW POLICY

Thank you for trusting your care to the Diabetes & Thyroid Metabolic Clinic. When needing to cancel or reschedule an appointment, please contact our office as soon as possible and no later than 48 hours prior to your scheduled appointment.

Any Established patient who fails to show or cancel/reschedule an appointment and has not contacted our office with at least 24 hours notice will be considered a **NO SHOW** and a charge of **$25** will be assessed.

Any established patient who fails to show or cancel/reschedule an appointment with at least a 24 hour period a second time, will be considered a **NO SHOW** and a charge of **$50** will be assessed.

If a third NO SHOW or cancellation/reschedule occurs without at 24 hours notice, the patient will be charged **$50** and the patient **may be discharged from the practice.**

The fee is charged to the patient and not to the insurance company. The fee will be charged before scheduling the next appointment.

I have read and understand the Medical Appointment and No Show Policy and agree to its terms.

_____ _____

Patient signature Date

_____

Printed name