



Cancellation Policy / No Show Policy

Our goal is to provide quality medical care in a timely manner. In order to do so we have implemented an appointment/cancellation policy. The policy enables us to better utilize available appointments for our patients in need of care.

We understand that there are times when you must miss an appointment due to emergencies or obligations for work or family. However, when you do not call to cancel an appointment, you may be preventing another patient from getting much needed treatment. Conversely, the situation may arise where another patient fails to cancel and we are unable to schedule you for a visit, due to a seemingly "full" appointment book.

Patients, who fail to show for their scheduled appointment, or did not notify the office within 48 hours of their scheduled appointment time, shall be subject to a **"No Show/Cancellation" fee of \$50**. In the event of an actual emergency and prior notice could not be given, consideration will be given and a one-time exception may be granted.

How to Cancel Your Appointment - If it is necessary to cancel your scheduled appointment, we require that you call 48 hours in advance. Appointments are in high demand, and your early cancellation will give another person the possibility to have access to timely medical care.

To cancel an appointment, please call our office at (773) 631-2180 during normal office hours within 48 hours of your appointment.

Scheduled Appointments- We understand that delays can happen, however, we must try to keep the other patients and doctors on time. If you are running late, please notify the office as soon as possible. If a patient is 20 minutes past their appointment time, we may have to reschedule your appointment.

These fees are not covered by insurance and if therefore the sole responsibility of the patient.

Patient Signature: _____ Date: _____

V:07/22