**NO SHOW POLICY**

We understand that situations arise in which you must cancel your appointment. It is therefore requested that if you must cancel your appointment you provide more than 24 hours’ notice. This will enable for another person who is waiting for an appointment to be scheduled in that appointment slot. With cancellations made less than 24 hours’ notice, we are unable to offer that slot to other people.

As of October 1, 2015, patients who do not show up for their appointment without a call to cancel an office appointment will be considered as NO SHOW. Patients who No-Show will be subject to a $35.00 fee for missed office appointment.

The No Show fees are the sole responsibility of the patient and must be paid in full before the patient’s next appointment.

We understand that Special unavoidable circumstances may cause you to cancel within 24 hours. Fees in this instance may be waived but only with management approval.

Our practice firmly believes that good physician/patient relationship is based upon understanding and good communication. Questions about cancellation and no show fees should be directed to the Billing Department (337-893-5252)

Please sign that you have read, understand and agree to this Cancellation and No show Policy.

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Patient Name (Please Print)

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Signature of Patient or Patient Representative Today’s Date