

# No Show/Late Cancellation Policy

## No Show/Late Cancellation Policy Agreement Form

**First Missed Appointment** – If an appointment is missed without giving 24 hours’ notice and without a reasonable explanation, you will be reminded of the no show policy and may be requested to review a copy of the policy given to you at the time of registration.

**Second Missed Appointment** – If an appointment is missed for a second time (with any provider) without giving 24 hours’ notice and without reasonable explanation, you will be mailed a letter reminding you of our clinic no show policy and warning you that if another appointment is missed without meeting the clinic expectations on cancelling an appointment you may be charged a no show fee.

**Third Missed Appointment** – If an appointment is missed for a third time (with any provider) without giving 24 hours’ notice and without a reasonable

explanation, you will be asked to have a meeting with the Executive Director to review missed appointment history and to discuss the possible fee associated with missing appointments in the future.

**Fourth Missed Appointment** – If an appointment is missed for the fourth time (with any provider) without giving 24 hours’ notice and without a reasonable explanation, you will be charged a \$20 no show fee. You will not be able to schedule an appointment with any provider until this fee is settled. Episodic appointments for emergencies may be scheduled on a case-by-case basis. Any other appointments will require the fee to be paid in advance of scheduling the appointment.

I have read and understand the terms above

\_\_\_\_\_  
Name of Patient

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date