  

Cancellation Policy/No Show Policy

For Appointments and Surgery

**1. *Cancellation / No Show Policy for Appointments***

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.

**If an appointment is not cancelled at least 24 hours in advance you will be charged a fifty dollar ($50) fee; this will not be covered by your insurance company.**

2. ***Scheduled Appointments***

We understand that delays can happen however we must try to keep the other patients and doctors on time.

**If a patient is 15 minutes past their scheduled time we may have to reschedule the appointment.**

3. ***Cancellation/ No Show Policy for Surgery***

Due to the large block of time needed for surgery, last minute cancellations can cause problems and added expenses for the office.

**If a surgery is not cancelled at least 3 days in advance you will be charged a seventy five dollar ($75) fee; this will not be covered by your insurance company.**

4. ***Account Balances***

We will require that patients with self-pay balances pay their account balances off prior to receiving further services by our practice.

Patients who have questions about their bills or who would like to discuss a payment plan option may call our billing company (Medisource) at 316-263-0776 and ask to speak to a representative with whom they can review their account and concerns.

Patients with balances over $100 must make payment arrangements prior to future appointments being made.

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Printed Patient Name Patient/Guardian Signature Date