

APPOINTMENT "NO SHOW" POLICY ACKNOWLEDGEMENT

Cancellation of an Appointment

In order to be respectful of the medical considerations of our patients and the need for sometimes urgent appointments, please call our office promptly if you are unable to attend an appointment. This time will be reallocated to someone who is in urgent need of treatment. If it is necessary to cancel your scheduled appointment; we require that you call 24 business 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.

How to Cancel Your Appointment

To cancel your appointment, please call (850) 476-9691. If you do not reach the receptionist, you may leave a detailed message on the voicemail.

No Show Policy

A "no show" is an appointment that is not cancelled and the patient fails to present at the time of the scheduled appointment. A "no show" fee of \$10 for a missed office appointment and \$20 for a missed In Office procedure appointment, will be billed to your account. This fee will need to be paid in full before scheduling any further appointments.

Patient Signature

Date

STAFF MEMBER INT: _____