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APPOINTMENT NO SHOW / CANCELLATION POLICY

Thank you for trusting your skin care to Dermatology Associates. When you schedule an appointment with our practice, we reserve enough time to provide the best possible skin care.

Should you need to cancel or reschedule your appointment, please contact our office no later than **24 hours** prior to your scheduled appointment time. This allows our practice to schedule another patient who may be waiting for an appointment.

The following NO SHOW / CANCELLATION POLICY will begin effective **October 1, 2018**:

- An **ESTABLISHED PATIENT** who cancels, reschedules or fails to show for an appointment without providing at least **24 hour** notice will be considered a NO SHOW and will be charged a fee of **\$25**.
- A **NEW PATIENT** who cancels, reschedules or fails to show for an appointment without providing at least **24 hour** notice will be considered a NO SHOW and will be charged a fee of **\$50**.
- Any patient who cancels, reschedules or fails to show for a **SURGICAL PROCEDURE** appointment without providing at least **24 hour** notice will be considered a NO SHOW and will be charged a fee of **\$100**.
- Please note that all NO SHOW fees are *charged to the patient* and are not billed to, or covered by, your medical insurance plan.
- Payment of the NO SHOW fee will be required prior to scheduling your next appointment.

We understand that there may be times when an unforeseen emergency occurs and you may not be able to keep your scheduled appointment. If you should experience extenuating circumstances, please contact our office.

Any patient with a history of repeated missed appointments may be dismissed from the practice at the discretion of the provider.

I have read and understand the Dermatology Associates' **APPOINTMENT NO SHOW / CANCELLATION POLICY** and agree to the terms above.

Patient / Guardian Name (Print and Sign)

Date

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