



Appointment Cancellation, No Show, and Late Arrival Policies

At Comprehensive Rheumatology Center we value you and the care that you are receiving. To continue better catering to your medical needs, as well as our other patient's needs, we are implementing an appointment cancellation and no-show policy.

Cancellation and No-Show:

We work very hard to accommodate all of our patients' scheduling needs, and short-notice cancellations take the opportunity of that visit away from another patient eagerly anticipating an appointment. We request that you please give our office at least **48 hours notice** in the event that you need to reschedule your appointment. If you do not show up for a scheduled appointment without adequate notice, you may be charged a **\$50** "no-show" fee.

Frequent no-shows hinder our ability to properly care for you. A patient who is a no-show three times or more may not be rescheduled for future appointments and may be dismissed from the practice.

Late Arrival Policy:

If a patient is more than 15 minutes late to their appointment, the appointment may be canceled and need to be rescheduled. Alternatively, patients arriving late may be asked to wait to be seen until the provider has an opening in their schedule.

If you have any questions regarding these policies, please let our staff know and we will be glad to speak with you in more detail.

I have read and understand the Comprehensive Rheumatology Center Cancellation and No-Show Policy and I agree to be bound by its terms. I also understand and agree that such terms may be amended from time to time by the practice.

I _____ (print name) have read and received a copy of Comprehensive Rheumatology Center Cancellation Policy.

Patient Signature

Date