

MISSED APPOINTMENT POLICY

It is the patient's responsibility to contact the office DURING OFFICE HOURS and NOT ON MY AFTER HOURS NUMBER to cancel appointments at least 24 hours in advance.

"No Shows" are a problem for many reasons.

Patients that may need to be seen urgently can't get office appointments if the schedule is booked.

I don't like having my receptionist tell patients we can't get them in tomorrow because we are booked, only to come to the office the next day to find that because of "no shows" we are not in fact booked.

This is not fair to patients that want to be seen.

Most offices, mine included, overbook in anticipation that some patients will be "no Shows". If all patients happen to make their appointments, (i.e. there are no "no shows") it makes for a very busy day with long waiting times for patients.

I don't like running behind and I don't like making my patients wait. It's not fair to you.

Most offices have a policy stating that patients are responsible to pay for missed appointments. Until now I have not.

Effective immediately, all patients who do not contact the office DURING BUSINESS HOURS AND NOT ON MY AFTER HOURS NUMBER will be responsible for a \$40.00 missed appointment fee.

Your signature at the bottom of this agreement verifies that you understand and agree to the above policy.

I sincerely appreciate the opportunity to provide health care to my patients. It is an honor to have your trust as a physician. The above policy is in place to protect you.
Sincerely,

Dr. Gammons

print name

patient signature

date
