

**Keith Jackson M.D.**

**Office Policy**

**Effective July 1, 2016**

**No show/ No Call and Cancellations**

Due to the increase in last minute cancellations and patients not showing up for appointments, we have adapted a new office policy. Unfortunately, when a patient “no shows”, it is too late to fill that appointment time with another patient who may have been in need of an urgent appointment.

**Cancellations-** Our office must be notified of all canceled appointments 24 business hours prior to the appointment. Any time less than 24 business hours will be considered a “failed” or “No Show” appointment.

**No Show or Failed** Appointments- Our office charges a fee for all “No Shows” or “Failed” appointments

**No Show/Failed Appointment Fee - \$35.00**

**\*\*\*The only patients that are exempt from this policy are patients who are hospitalized at the time of their scheduled appointments or have another documented medical emergency\*\*\***

I have read and understand the policy above:

Print Name:\_\_\_\_\_ Sign Name:\_\_\_\_\_ Date:\_\_\_\_\_