

## **APPOINTMENT CANCELLATION AND NO-SHOW POLICY**

When patients schedule an appointment, we set enough time to provide you with the highest quality care. Should you need to cancel or reschedule an appointment, please contact our office within 24 hours of your scheduled appointment. This gives us time to schedule other patients who may be waiting for an appointment.

Please see our appointment and no-show policy below:

- Effective May 1, 2018, any patient who **no shows, cancels, or reschedules an appointment** and has not contacted our office within 24 hours before their scheduled appointment, will be considered a no-show and be charged a \$25.00 fee.
- **Failure to show, cancel, or reschedule a surgery appointment**, without contacting our office within 24 hours before the scheduled appointment will result in a \$50.00 fee.

We understand there may be times when an unforeseen emergency may occur and you may not be able to attend your scheduled appointment. If you should experience an emergency circumstance, please contact our office as soon as possible.

**Eye Center of Midland: (432)-694-0999**

**Surgical Center of Midland: (432)-694-6517**

I have read and understand the appointment cancellation and no-show policy and agree to the following terms.

Signature of Patient: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name of Patient: \_\_\_\_\_