



## CANCELLATION POLICY

---

We regret the need to implement the policy below, but we have had an increasing number of patients who fail to keep their scheduled appointments. As a courtesy, we agree to confirm your appointment by a reminder call to your primary phone number two days before your scheduled appointment. You will at that time have the opportunity to cancel, confirm, or submit a request to have someone from the office contact you to reschedule. If you have scheduled your appointment within 24 hours, you will not receive a confirmation call. The result of patients not canceling their scheduled appointments is that the physician is then unable to accommodate those patients with sudden medical problems that require medical intervention. In addition to the 24 hour cancellation policy, all patients are to arrive within 15 minutes after their scheduled appointment time. If you arrive after the 15 minute grace period, we will have to reschedule your appointment. I hereby acknowledge that I am aware and accept the financial responsibility for fees assessed to my account for failing to provide a **24 hour cancellation notice and/or an arrival within the 15 minute grace period** of any scheduled appointment at NOVA Physician Wellness Center.

The fee will be **\$75.00** for an office visit payable by statement or at my next scheduled visit. I understand that this fee is not reimbursable by my insurance carrier.

---

Date

---

Patient's Name (printed)

---

Patient Signature