

Cancellation/No Show Policy

We understand that there are times when you must miss an appointment due to emergencies or obligations for work or family. However, when you do not call to cancel an appointment, you may be preventing another patient from getting much needed treatment. Conversely, the situation may arise where another patient fails to cancel and we are unable to schedule you for a visit, due to a seemingly "full" appointment book. We ask that you cancel your appointment as soon as you know you will not be able to make it.

Appointment must be cancelled 1 (one) hour in advance.

-First no show we will provide a courtesy call to inform you of your missed visit.

-Second no show a fee of thirty dollars (\$30) will be charged to your account with a call informing you of your missed visit and charge.

-Third no show may result in termination from care at The Winston Clinic, P.A.

Scheduled Appointment Time

We understand that delays can happen however we must try to keep the other patients and providers on time. Over the past year we have changed our duration of appointment times to strive to stay on schedule. The scheduled time given for a patient's appointment is the time the provider would like to have the patient in the room and ready to be seen, arriving 15 minutes early for check in process helps us meet this goal. If a patient is 10 minutes past their scheduled time we may have to reschedule the appointment, if the provider agrees to see you a late fee may still be charged in addition to any co-pay or office visit charges.

By signing this document, you agree to the terms and conditions of The Winston Clinic, P.A. cancellation/ no show policy.

Print Patient Name

Patient Date Of Birth

X

Signature

Date