

# Missed Appointment Policy

Our goal is to provide quality health care to all our patients in a timely manner. No-shows, late arrivals, and cancellations inconvenience not only our providers, but our other patients as well. Please be aware of our policy regarding missed appointments.

## Appointment Cancellation

When you book your appointment, you are holding a space on our calendar that is no longer available to our other patients. In order to be respectful of your fellow patients, please call our office at **703-303-7777** as soon as you know you will not be able to make your appointment.

If cancellation is necessary, we require that you call at least **24 hours** in advance. If the appointment is not confirmed by the patient within 24 hours we will automatically cancel the appointment. Appointments are in high demand, and your advanced notice will allow another patient access to that appointment time.

## How to Cancel Your Appointment

If you need to cancel your appointment, please call us at **703-303-7777** between the hours of [9 am -6 pm]. If necessary, you may leave a detailed voicemail message. We will return your call as soon as possible.

## Late Cancellations/No-Shows

A cancellation is considered late when the appointment is cancelled less than 24 hours before the appointed time. A no-show is when a patient misses an appointment without cancelling. In either case, we will charge the patient a **\$100.00** missed appointment fee.

For new patients' first appointments, a no show or late cancellation will result in a full charge of **\$100.00**

DATE:..... SIGNATURE:.....

NAME/RELATION:.....