



## Missed Appointment Policy and Fees (No Show and Late Arrivals)

We have experienced an increase in the number of patients that have missed their appointments without notifying us. Therefore, we have had a change in our No-Show/Missed Appointment Policy.

Due to the high number of patients requesting appointments, the wait time to get into our clinics has grown. Because of this, Comprehensive Pain Specialists has a low tolerance for missed appointments that waste resources and prevent other patients from receiving the care they need.

- **PROCEDURE APPOINTMENTS- \$500.00 charged fee**
- **CLINICAL APPOINTMENTS- \$100.00 charged fee**

(These fees are patient responsibilities and will not be covered by insurances or liens and while we do understand that there are circumstances that arise, we ask that you call to speak to a manager prior to your appointment time, otherwise fees will only be waived with proof of emergency).

You are a no-show if you:

- ❖ Miss an appointment without speaking directly with a staff member
- ❖ Miss an appointment or reschedule an appointment with less than 48 hours business days' notice.
- ❖ Miss an appointment because you have arrived after your scheduled appointment time.

If you no-show, or arrive past your appointment time, there is a chance you will not be able to be seen, our providers will **not** make special accommodations to get you in sooner, and you may have to be scheduled with a different provider. Also, if you no-show or arrive past your appointment time, two or more times in a 12-month period, you may be discharged from the clinic.

By signing this I am acknowledging that I have been notified and understand this policy.

\_\_\_\_\_  
Signature of Patient or Personal Representative

\_\_\_\_\_  
Relationship to Patient

\_\_\_\_\_  
Printed Name of Patient or Personal Representative

\_\_\_\_\_  
Date