



## **MISSED APPOINTMENT POLICY & FEES (No-Shows 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.

Missed appointments waste resources and prevent other patients from receiving the care that they need.

After December 1, 2015, the fee for Missed Appointments or Late Arrivals is as follows:

**CLINICAL APPOINTMENTS-----\$100.00 CHARGED FEE**

**PROCEDURE APPOINTMENTS-----\$500.00 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 telling us.
- Miss an appointment or reschedule an appointment with less than 48 hours business days' notice.
- Miss an appointment because you have arrived later than 20 minutes after your scheduled appointment time.

If you no-show, or are more than 20 minutes late, 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 are more than 20 minutes late, two or more times in a 12 month period, you may be discharged from the clinic.

**By signing this you are acknowledging that you were notified about our policy change.**

Patient Name Printed: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness signature if patient is unable to sign.