

APPOINTMENT/CANCELLATION/NO SHOW POLICY

Appointments

Office visits are by appointment only please call (936-632-4282). The receptionist may ask about the reason for your visit. This helps us schedule the provider's time more efficiently. Please arrive at least 15 minutes prior to your appointment to ensure we have the information needed before meeting with our team. Patients who are late for any appointment may be asked to reschedule at the physician's discretion. Remember to bring all of your prescriptions, over-the-counter medicines, vitamins, and supplements to each office visit. This will enable your doctor to review the medications at each visit. Please bring your glucose meter as well.

Cancellations

We would like to thank you for being a patient in our office. We value all of our patients and strive to provide the best care possible in the most comfortable setting. Please understand that when we schedule your appointment, we are reserving time for your particular needs. We kindly ask that if you must change an appointment, please give us at least 24 hours' notice. This courtesy makes it possible to give your reserved time to another patient who would like it.

Missed Appointment (Non-Cancelled)

We understand that occasional missed appointments can occur for a variety of reasons. When you miss an appointment without cancelling, someone else who could have been seen in your place is delayed unnecessarily. A "No Show/Late Cancellation" is defined as missing an appointment without cancelling at least 24 hours before scheduled time. There will be a charge for a missed or non-cancelled appointment. Insurance will not cover charges for no show/late or late cancellation fees. The \$35 charge is in addition to any other charges you may have incurred. No refunds will be given.

Payment

Payment is due in full at the time of service no exceptions.

Patient Name

Signature

Date