

LEE FAMILY PRACTICE ASSOCIATES, P.A.

MEDICAL APPOINTMENT CANCELLATION/NO SHOW POLICY

Thank you for trusting your medical care to Lee Family Practice. When you schedule an appointment with Lee Family Practice we set aside enough time to provide you with the highest quality care. Should you need to cancel or rescheduled an appointment please contact our office as soon as possible, and no later than 24 hours prior to your scheduled appointment. This gives us time to schedule other patients who may be waiting for an appointment. Please see our Appointment Cancellation/No Show Policy below:

Effective February 1, 2018 any established patient who fails to show or cancels/reschedules an appointment and has not contacted our office with at least a 24-hour notice will be considered a No Show and charged a \$25.00 fee.

Same Day/Acute "No Shows"

Any patient who fails to keep a same day or an acute appointment, and does not cancel appointment with appropriate notice, is counted and managed as other "No Show"

The fee is charged to the patient, **NOT** to the insurance company, and is **due at the time of the patient's next office visit.**

As a courtesy, we make reminder calls for appointments. We understand there may be times when an unforeseen emergency occurs and you may not be able to keep your scheduled appointment. You may contact Lee Family Practice 24 hours a day, 7 days a week at the number below. Should it be after regular business hours you may leave us a message

You can contact our office at (281) 482-5551.

I have read and understand the Medical Appointment Cancellation/No Show Policy and agree to its terms.

Patient signature or Parent/Legal Guardian signature

Date

Relationship to patient