

EAST PENN DERMATOLOGY, PC
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POLICIES REGARDING CANCELLATIONS AND NO-SHOWS

EFFECTIVE JANUARY 1, 2018

We understand that there are times when you must miss an appointment due to emergencies or obligations for work or family. However, when you do not call to cancel an appointment, you may be preventing another patient from getting much needed treatment. Conversely, the situation may arise where another patient fails to cancel, and we are unable to schedule you for a visit.

Effective January 1, 2018, if an appointment is not cancelled at least 24 hours in advance and you do not arrive for your appointment, you will be charged a \$50.00 fee. This fee will not be reimbursed by your insurance company, nor will it be credited toward a future appointment.

Since we certainly understand that illness or other problems can occur, and sometimes without any warning, we will not charge you for your *first* missed or cancelled appointment.

This policy is in effect for all appointments at all of our office locations. Please acknowledge that you have had the opportunity to review this policy by signing below.

Thank you for your understanding and cooperation.

Patient Name

Signature Patient/Guardian

Relationship to Patient

Date