NORTHWEST
Family Practice

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Appointment Cancellation and No-Show Policy

Should you need to cancel or reschedule 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:

- Any patient who fails to show or cancel/reschedule an appointment and has not contacted our office with **at least 24-hour notice** will be considered a NO SHOW and charged a **$25.00** fee.
- Any patient who fails to show or cancel/reschedule an appointment and has not contacted our office with **at least 24-hour notice** a second time will be charged a **$50.00** fee.
- If a third No Show or cancellation/reschedule with no **24-hour notice** should occur the patient may be **dismissed** from our practice.
- The fee is charged to the patient, not the insurance company, and is due at the time of the patient's next office visit.
- If you are late for an appointment you may have to reschedule your appointment. Please be 15 minutes early for your appointment so we can take care of administration tasks.
- As a courtesy, when time allows, 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. If you should experience extenuating circumstances please contact our office immediately. Our provider will be notified and we might be able to waive the No Show fee. You can leave a message on our answering machine 24 hours a day, 7 days a week.

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

Signature (Patient/Parent/Legal Guardian)	Relationship to Patient (self, parent, etc.)
Print Name (Patient/Parent/Legal Guardian	Date