

July 1, 2008

## Ear Consultants of Georgia APPOINTMENT CANCELLATION AND "NO SHOW" POLICY

In order to be respectful to the medical needs of all our patients we have established a No Show policy. No shows inconvenience those individuals who need access to medical care in a timely manner, and they tie up our office and personnel resources.

A "no show" is someone who misses an appointment without canceling it by 10 a.m. one (1) working day in advance of the appointment. (E.g.: For a Monday appt. we must be notified by 10 a.m. the previous Friday; for a Tuesday appt. notify us by 10 a.m. Monday). A late cancellation is considered a no show.

Failure to present at the time of a scheduled appointment or a late cancellation will be recorded in the patient's account and in the chart as a "no show." A fee of \$25.00 will be billed each time, which must be settled before another appointment is scheduled. This fee is not covered by health insurance plans.

Please be courteous and call us if you are unable to keep your scheduled appointment so you don't incur any no show charge.