

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

In order to be responsive to the medical needs of all our patients we have established a No Show policy. No shows hurt patients 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 calling us to cancel by 10 a.m. *at least one (1) working day* before the scheduled 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 at the latest). 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 \$35.00 will be billed each time, which must be settled before another appointment is scheduled. This fee is not covered by health insurance plans.

Because ENG/VNG and cochlear implant appointments require blocking off over an hour in the schedule, the No Show fee for these appointments is \$60.

Please be courteous and call us a day or more in advance, if you are unable to keep your scheduled appointment so you don't incur any no show charge.

Signature of Patient or parent/legal guardian

Date