

INSTITUTE OF DIABETES & ENDOCRINOLOGY, PC

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NO SHOW POLICY

Our goal here at the Institute of Diabetes & Endocrinology, PC is to provide quality service to all of our clientele in a timely manner. Failure to keep scheduled appointments is costly to both the clinic and you as a patient. This letter is to inform you of our policy concerning "No Shows".

Patients who are unable to keep their appointments are requested to give 24-hour notice prior to their appointments. We realize this is not always possible and the practice will consider each individual case. Providing such notice allows the clinic time to offer other persons the opportunity to see our providers, thus using the time more efficiently.

If an established patient fails to provide notice twice, it will be necessary to charge them a \$25.00 fee that will be billed to his/her account. If a patient has confirmed his/her appointment and fails to keep that appointment, there will be a \$50.00 fee billed to his/her account. If a patient fails to keep his/her appointments on a regular basis, or has missed 3 consecutive appointments, he/she will be considered dismissed from the practice, and a letter of dismissal will follow.

I have read and understood this policy, and accept the responsibility of its terms.

Patient Signature

Date