



NO SHOW AND CANCELLATION POLICY

As a patient of our office, it is your responsibility to keep scheduled appointments. This office must have notice of cancellation at least 48 hours before the appointment or earlier if possible. If you are unable to keep your appointment, please call the office at (631) 472-3333 to reschedule.

Any patient who does not call 48 hours in advance will be considered a “no show” and will be charged a “no show” fee of \$35.00.

- Each patient will get **three (3)** “no show” or short notice cancellation per year. This begins at the time of the **first** “no show” or short notice cancellation.
- After each “no show” or short notice cancellation you will receive a letter reminding you that you have “no showed” or cancelled appointment with less than 24 hours notice. This letter will say on the upper right corner if this is the 1st notice, 2nd notice or 3rd notice.
- After the 3rd notice you will receive a termination letter due to multiple “no shows” or short cancellations. You will continue to receive emergency care only for 30 days from the date of the letter during regular office hours.

By signing below you are indicating that you understand and agree with the terms of our no show and cancellation policy.

Print Name

Patient Signature

Date