

APPLEGATE VALLEY FAMILY MEDICINE, LLC

**MISSED APPOINTMENT/ LATE CANCELLATION  
POLICY**

Broken appointments and late cancellations represent a cost to us, to you and to the other patients who could have been seen in the time set aside for you. When you schedule an appointment with us, we make every effort to arrange a time and date that is convenient for you. To help you remember, we always try to call and confirm your appointment two days prior to your appointment.

It is your responsibility to remember and keep your scheduled appointment. **If you need to cancel or reschedule your appointment, we request that you notify us at least 24 hours in advance.** If you are going to be late for your appointment, please call us as early as possible, so we can reschedule if necessary. If you do not call us in advance and are more than ten (10) minutes late, we may consider it a No-Show.

If you fail to keep your scheduled appointment or do not cancel it, we will consider it a No-Show. This will be documented in your medical chart. If you No-Show a second appointment, we will send you a warning letter and may also send a copy to your insurance company. If you No-Show for a third time, we will no longer be able to provide care for you. We will send you a discharge letter giving you thirty (30) days to find another medical provider. During this thirty day period, we will provide only emergency care for you.

We reserve the right to charge a \$25.00 fee to you for any missed or late-canceled appointments.

Thank you for helping us be available to care for your health needs.

**I have read and understand this appointment policy.**

\_\_\_\_\_  
Patient or Patient Representative

\_\_\_\_\_  
Date