



155 Westridge Parkway, Suite 106
McDonough, Ga 30253

CANCELLATIONS/PHONE CALLS

MISSED APPOINTMENTS AND CANCELLATIONS

While we understand that emergencies occur we have a large number of missed appointments and cancellations at the last minute. This creates problems for customers who have to wait for appointments and could have been seen.

When you set an appointment it is solely your responsibility to remember your appointment date and time. As such, all missed appointments and cancellations **with less than 24 hours** in advance will be charged a cancellation fee of \$ 50.00, which is subject to change without notice. **This fee is not paid by an insurance company** and it is to be your responsibility solely.

Patients' who miss an appointment and then fails to return to this office for further care in all circumstances, are responsible for the missed appointment fee. The office staff has no authority to pay them off or talk about these issues over the telephone. Such fees must be paid before or at the time of the next visit. This includes all Medicaid clients.

PHONE CALLS / EMERGENCY CONTACT

In life-threatening or emergency situations always **call 911** or go to the nearest emergency room.

Calling our office first will potentially waste precious life saving time.

Counseling services via telephones are unacceptable for a variety of reasons.

I HAVE READ, UNDERSTAND AND AGREE WITH THIS POLICY. CERTIFY THAT I UNDERSTAND THIS RULE WITH MY SIGNATURE BELOW.

Signature

Date

Print Name