

COMPLETE FAMILY DERMATOLOGY NO SHOW / CANCELLATION POLICY

Complete Family Dermatology is dedicated to providing the best, most comprehensive care for our patients in a timely and efficient manner. To better achieve this we have implemented a policy regarding no show appointments and cancellations without 24 hour prior notice as follows:

NO SHOW APPOINTMENTS

- A patient who fails to show up for their scheduled appointment without prior 24 hour notice will be considered a “no show”.
- A patient having three (3) no show or cancel appointments will be considered for dismissal from the practice.
- Patients who no show a double appointment (2 or more family members) will be unable to schedule future double appointments.
- “No show” appointments with Dr. Basler will result in the patient’s next appointment being scheduled with the PA.

CANCELLATIONS

- Our office requires 24 hour prior notice for cancelled appointments to allow the appointment slot to be available to another patient.
- Late “same day” cancellations not allowing adequate time to reschedule the appointment slot will be considered a “no show” appointment.
- Patients that cancel or no show for appointments three (3) times without 24 hour notice will be considered for dismissal from the practice.

LATE APPOINTMENTS

- Patients arriving 15 or more minutes late for their appointment will be rescheduled unless the provider has available time to see the patient.
- Patients continually arriving late for appointments three (3) or more times will be considered for dismissal from the practice.

****We understand in the case of emergencies, illness, or weather conditions that missed or late appointments and cancellations may be necessary. Those particular circumstances will not apply to this policy.**

I have read and understand this policy.

Signature _____ Date _____