



**Policy: NO Show for Scheduled Appointments:** Dismissal from practice after 3 No Shows for a scheduled appointments, or when patients fail to show for medically necessary follow up.

**Procedure:**

1. Call to cancel a scheduled appointment prior to the appointment.

Patients are expected to keep their scheduled appointment, if a patient needs to cancel their appointment, please call as soon as possible prior to the scheduled time. Cancellations can be taken by calling the office at any time, this includes after business hours. (Our answering service will alert the office of a patient's need to cancel their appointment. We will call to reschedule during business hours.)

2. Appointments for follow up are crucial to good medical care, scheduled appointments must be kept.
3. If a patient NO SHOWS, does not cancel their appointment or attempt to reschedule a follow up appointment we deem medically necessary, the patient may be dismissed from the practice.
4. Dismissal from the practice will be given in writing with 30 days for the patient to find a new physician and transfer their medical care and chart. Patients will be able to receive emergent medical care during that time period.

5. Dismissed patients may not be seen by the practice again.