

MEDICAL APPOINTMENT CANCELLATION/NO SHOW POLICY

Thank you for trusting your medical care to Central Arkansas Surgical Center. When you schedule an appointment with Central Arkansas Surgical Center we set aside enough time to provide you with the highest quality care. Should you need to cancel or rescheduled an appointment please contact our office as soon as possible, and no later than 48 hours prior to your scheduled appointment. This gives us time to schedule other patients who may be waiting for an appointment. Please see our Appointment Cancellation/No Show Policy below:

- ❖ Effective October 25, 2020 any established patient who fails to show or cancels/reschedules an appointment and has not contacted our office with at least 48 hours notice will be considered a No Show and charged a \$35.00 fee.
- ❖ Any established patient who fails to show or cancels/reschedules an appointment with no 48 hour notice a second time will be charged a \$50.00 fee.
- ❖ Any new patient who fails to show for their initial visit will not be rescheduled.
- ❖ The fee is charged to the patient, not the insurance company, and is due at the time of the patient's next office visit.
- ❖ As a courtesy, when time allows, we make reminder calls for appointments. If you do not receive a reminder call or message, the above Policy will remain in effect.

We understand there may be times when an unforeseen emergency occurs and you may not be able to keep your scheduled appointment- if this is the case, please call us at **479-967-1117 M-F 8 am – 4pm.**

I have read and understand the Medical Appointment Cancellation/No Show Policy and agree to its terms.

Signature (Parent/Legal Guardian)

Relationship to Patient

Printed Name

Date