

# **NO SHOW POLICY**

Thank you for choosing our practice for all your dermatology needs. We have made a few changes with our office policies, Effective **January 1<sup>st</sup> 2019**. If you have any questions, please feel free to give our office a call (361)-882-5560.

Our goal here at South Texas Dermatology is to best serve our patients with quality care, as well as in a timely manner. In order to do so we have established a **“NO SHOW”** policy. When a patient fails to show up to their scheduled appointment or cancel within 24hrs, our valuable time and resources are missed. Most importantly, our ability to care for a patient in need is missed. We do appreciate your courtesy when notified that you are unable to make your appointment, for it allows our office staff to schedule another patient who is in need of care. We do understand that on some occasions emergencies happen or a conflict may come up that prevents you from making your appointment, which is why we are offering a ONE grace no show for your first missed appointment. However, if a future appointment is missed again, a no show FEE will be added to your account. Do understand all fees accumulated are not your insurance’s responsibility and will be billed directly to you. These fees will also be due upon your next scheduled appointment. Also, please be advised that multiple **“NO SHOW’S”** may result in termination of care.

**What is considered a no show:** If you are scheduled and fail to cancel your appointment 24hrs prior to your scheduled appointment time and/or arrive 15 minutes AFTER your appointment time, you will be considered a No Show.

**What is the fee of a no show:** All regular appointments you will be charged a fee of \$25 if you fail to cancel/reschedule within 24hrs; any surgical or cosmetic appointment’s you will be charged a fee of \$50.

Patient name (PRINTED)\_\_\_\_\_

Signature\_\_\_\_\_

Date:\_\_\_\_\_