

Appointment Policy:
Late Cancellation Fees: PLEASE READ:

No shows and cancellations with less than 48 hours notice have become a significant problem for our small practice. Many practices overbook on purpose so that no-shows and cancellations won't limit access for other patients or cause a financial hardship for the practice.

In our small, specialized practice, where we spend more time with patients, we do not overbook appointments, and we reserve an appointment slot for only one patient a time. We ask that you notify us ASAP if you need to change/cancel your appointment. My practice has only 10 appointment slots a week so even one late cancellation a week is a significant problem.

In order to keep my practice going, I can no longer afford to waive cancellation fees unless there is a *true emergency, severe illness in yourself/family member, or hazardous weather conditions.*

Therefore, our policy is as follows:

- Please let us know ASAP if you need to cancel an appointment. **We require at least 48 hours notice**
- There is a fee associated with late cancellations
- The fee is \$90 if less than 48 hours notice
- If there is a repeated late cancellation, the fee is the full office visit fee of \$150
- These fees will be billed to you directly and are not covered by insurance. The balance must be paid prior to your next appointment

Thank you for your understanding as this is the best way that we can spend the required time with our patients without significant financial hardship for our practice. Please let us know if you have any questions.

Sincerely,
Ami Kapadia, MD, ABIHM

Patient/Guardian Name (Printed): _____

Patient/Guardian Signature: _____

Date: _____