



NORTH TEXAS
ENDOCRINE
CONSULTANTS

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Cancellation Policy/No Show Policy For office appointments and procedures

- **Cancellation /No show policy for doctor appointment**
We understand that there are times when you must miss an appointment due to emergencies or obligations for work or family. However, when you do not call to cancel an appointment, you may be preventing another patient from getting much needed treatment. Conversely, the situation may arise where another patient fails to cancel and we are unable to schedule you for a visit, due to seemingly “full” appointment book.
If an appointment is not cancelled at least 24 hours in advance you will be charged a \$25 fee; this will not be covered by your insurance company. Please call the office and speak to someone to cancel rather than relying on the automated reminder call.
- **Scheduled Appointments**
We understand that delays can happen however we must try to keep the providers and other patients on time.
If a patient is more than 15 minutes past their scheduled time we will have to reschedule the appointment. (Please allow yourself extra time for traffic)

Print Patient Name

Signature Patient/Guardian

Date

DOB

Account Number