

# MEDICAL/AESTHETICS APPOINTMENT CANCELLATION POLICY

We strive to provide excellent medical care to you, your family and all of our patients. In order to do so effectively and efficiently, we have developed an appointment system that sets asides ample time for a patient.

In an effort to reduce the number of such occurrences, we have implemented a Medical Appointment Cancellation Policy and it is effective immediately.

Our policy is as follows:

1. We request you give our office a 24- hour notice in the event you need to reschedule your appointment. Our phone number is 949-481-9850. If our office is closed, our answering service will get the message to us with a time stamp so we are aware of what time your call was made.
2. If you miss an appointment and do not contact us with at least a 24 hour prior notice, we will consider this a missed appointment and a **\$75.00** no-show fee with be assessed to you. This applies to late cancellations and “no-shows.”
3. If you are late for an appointment, you will be seen as soon as possible, though you may need to wait and the office visit may need to be shortened in length.
4. Our office makes reminder calls for appointments during the week. However, ***it is ultimately the patient’s responsibility to remember their scheduled appointments.***
5. ***I have read and understand the Medical Appointment Cancellation Policy and agree to the terms of this policy.***

\_\_\_\_\_  
Signature / Date

\_\_\_\_\_  
Printed Name

