



### No Show/Cancellation Policy

1. No Show/Cancellation Policy: We understand that there are times when you must miss an appointment due to emergencies or obligation for work or family. When you do not call to cancel an appointment, however, you may be preventing another patient from receiving 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 a seemingly “full” appointment schedule.

**If an appointment is not cancelled at least 24 hours in advance, you may be subject to fees that are not covered by your insurance. More than three no-shows within a six-month period will result in dismissal from the practice. Violators will be notified after the second no-show as a reminder of the policy.**

2. Late Policy: We understand that delays can happen, but we must try to keep the other patients and our physicians on time.

**If you arrive more than 10 minutes after your scheduled appointment time, you will be considered late, and it may be necessary to reschedule your appointment.**

3. Account Balances: Patients with self-pay balances must bring their account balances to zero (\$0) prior to receiving further services by our practice. Patients with balances over \$100 must make payment arrangements in order to schedule future appointments. If you have questions about your bill or would like to discuss a payment plan option, please contact our business staff.

I have read and understood and agree to follow the above policies as a patient of Oxmoor Medical Group.

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Patient Signature

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Date

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Patient Name