



MEDICAL APPOINTMENT CANCELLATION POLICY

Dear Patient,

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 aside ample time for a patient.

"No-shows", and late cancellations inconvenience those individuals who need access to medical care in a timely manner. 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 48- hour notice in the event you need to reschedule your appointment. Our phone number is 888-792-4445.
2. If you miss an appointment and do not contact us with at least a 48 hour prior notice, we will consider this a missed appointment and a **\$50.00** for missed clinic and **\$100.00** for missed sleep study 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 the office visit may need to be shortened in length.
4. Our office makes reminder calls for appointments. If you are registered for the patient portal, you will receive e-mail reminders as well. ***It is ultimately the patient's responsibility to remember their scheduled appointments.***

This fee will be billed to you directly and is not covered by your insurance. This balance must be paid prior to your next appointment. If you don't have a scheduled appointment, the balance is expected in a timely fashion and if not, will be subject to collections.

We thank you for trusting USA Sleep Diagnostic Services with your medical care.