

# Robert O. Zimmerman

## NO SHOW/MISSED APPOINTMENT POLICY

**Effective September 1<sup>st</sup>, 2011**

To ensure each patient is given the proper amount of time for their visit and to provide the highest quality care, it is very important for each scheduled patient to attend their visit on time.

If it is necessary to reschedule the appointment, please call us immediately. An appointment reminder call to you is made/attempted 2 days prior to your scheduled appointment.

A minimum of **24 hours cancellation notice** is required for appointments. If less than a 24 hour cancellation is given, the appointment becomes a "Missed" appointment. If you do not cancel in advance, and do not present to the office for your appointment, this will be considered a "No-Show" appointment.

After the "No-Show/Missed" appointment, The Well Balance Center will attempt to call and reschedule your appointment and a **\$25.00 fee will be charged to your account.**

We understand that circumstance arise that do not allow you to keep your appointment, but please remember to be courteous to us and our other patients by calling at least **24 hours** prior to your appointment time to cancel if you cannot make it. You may also leave a voicemail or email to cancel your appointment.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_