

## **No Show Fee Policy for New and Established Patients**

Our goal is to provide quality care in a timely manner. We schedule appointments in order to provide each patient with the individual attention they deserve.

### **Cancellation of an Appointment:**

We urge you to keep your scheduled appointments whenever possible. In the event you need to cancel, please contact the clinic by phone at 425-248-2626. Your early cancellation allows us to offer your appointment time to another patient needing medical care. In order not to be charged for the visit, established patient visits need to cancel 24 hours prior to their appointment or there will be a \$75 charge. New patient visits must be cancelled 48 hours in advance of their appointment or a \$150 charge will occur

### **No Show Policy:**

A “no show” is someone who misses an appointment without CANCELLING it in advance. We will charge a \$150 fee to new patients who do not arrive for their scheduled appointment or late cancel and \$75 for established follow-up patients. Voice messages to our main line are time stamped and may suffice.

### **No Show Fee Policy Acknowledgement:**

**By accepting a new patient appointment, or an established patient follow-up appointment you are agreeing to this cancellation/“no-show” policy.**

If you do not agree, please cancel your appointment immediately. If you do not cancel, you will be billed as outlined above. Late cancellation and “no show” charges must be paid before any further appointments will be made