

## Patient No-Show and Cancellation Policy

We strive to provide excellent medical care to our patients. In order to be consistent with this, we have a **Patient No-Show and Cancellation Policy** that we expect patients to adhere to.

When an appointment is scheduled, this time has been reserved specifically for you. And when an appointment is missed or cancelled on short notice, that time cannot be given to another patient.

Effective January 1<sup>st</sup>, 2026, our policy is as follows:

- **If you need to cancel your appointment, you must cancel 24 hours or more before the scheduled appointment time.**
- **If cancellation is requested less than 24 hours before your appointment time, it is considered a no-show.**
- **If you need to cancel your appointment and the office is closed, please leave a message with our answering service.**
- **If you are scheduled for a follow-up appointment as part of a Rx refill request, you may only cancel once.**
- **If you cancel more than 3 times within 12 months, this would be grounds for dismissal from our practice.**
- **If you no-show 3 times within 12 months, this would also be grounds for dismissal from our practice.**

Additionally, if a patient is more than ten (10) minutes late to their appointment, we reserve the right to cancel the appointment.

We do realize that on a rare occasion emergencies may arise and we will address these situations with each patient at that time.

If you have any questions regarding this policy, please direct them to our Cardiology Practice Administrator. We thank you for working with us to ensure that medical services are provided to all of our patients in the best possible way.

Patient Name (please print): \_\_\_\_\_

Patient Signature: \_\_\_\_\_ Date: \_\_\_\_\_