



**Western Washington**  
Medical Group

Ear, Nose & Throat, Allergy & Audiology

### **PATIENT NO-SHOW AND CANCELLATION POLICY**

We strive to provide excellent and prompt medical care to all of our patients. In order to be consistent with this, we have adopted a Patient No-Show and Cancellation Policy for our clinic. When an appointment is scheduled, that time has been reserved for you and when it is missed or cancelled on short notice, that time cannot be used to see another patient.

Our policy is as follows: You may cancel your appointment up to two (2) business days before your scheduled appointment with no consequences. We will be happy to reschedule the appointment for you and leave the open time for another patient. If you miss your appointment or cancel **less than two business days** before your appointment, Western Washington Medical Group, Ear, Nose & Throat, Allergy & Audiology Department reserves the right to bill you

**\$50.00** for each no-show or late cancellation (**\$100.00 for surgery or allergy testing appointments**). This fee is the patient's responsibility and is not billable to insurance.

Additionally, if a patient is more than 10 minutes late to his/her appointment without prior notification, we reserve the right to cancel the appointment and the cancellation fee will apply.

We do realize that, on occasion, emergencies or circumstances may arise beyond your control. We will address these situations with you should that occur.

If you have any questions regarding this policy, please direct them to the practice administrator. We thank you for working with us to ensure that we are able to provide the best service possible to all of our patients.

---

I have read and understand the Patient No-Show and Cancellation Policy and I agree to the terms.

\_\_\_\_\_  
*Patient Printed Name*

\_\_\_\_\_  
*Date of Birth*

\_\_\_\_\_  
*Patient Signature*

\_\_\_\_\_  
*Date*