

CMED

Center for Medicine, Endocrinology and Diabetes LLC

APPOINTMENT POLICY

Due to the tremendous number of patients who do not notify us when they are unable to keep their appointment, we have been forced to adopt the following policy:

APPOINTMENTS:

If you are unable to keep your appointment, you must give us at least a 24 hour notice. If you fail to notify us, there will be a **\$35.00 missed appointment fee**. If you fail to notify us on a continuing basis, unfortunately, we may have to discharge you from the practice.

LATE PATIENTS:

If you arrive more than 15 minutes late for your appointment, we may ask that you reschedule. Since we schedule appointments for every 15 minutes, if you are late, it affects the entire day's schedule and patients have a longer waiting time. If our schedule that day allows, we will reschedule you within the same day. If not, we will reschedule you for the earliest available opening.

I have read and understand the above policies and agree to abide by these policies. I hereby acknowledge that I am responsible for keeping my scheduled appointments and have been informed of the policy of CMED. This charge cannot be billed to my insurance company.

Patient's Name (please print)

Date

Patient (or Legal Guardian's) Signature