



MEDICAL APPOINTMENT CANCELLATION/ NO SHOW POLICY

Thank you for trusting your medical care to Richmond Allergy and Asthma Specialists. When you schedule **any** appointment with our practice, we set aside enough time to provide you with the highest quality of care. Should you need to cancel or reschedule your appointment please contact our office as soon as possible, and no later than 24 hours prior to your scheduled appointment. Please see our Appointment Cancellation/ No show Policy below:

- Any patient that fails to show or cancel their appointment and has not contacted our office with **at least 24 hours' notice** will be considered a "No Show" and charged a \$25.00 fee.
- The fee is charged to the patient, not the insurance company. This must be paid prior to booking/receiving any future services.
- As a courtesy, as time allows, we make reminder calls for appointments. If you do not receive a reminder call or message, the policy is still in effect.

We understand that there may be times when an unforeseen emergency occurs. In those instances, please contact our office as soon as possible.

We want to continue to provide the best care for our allergy and asthma patients by accommodating those patients who are waiting for an appointment.

I have read and understand the Medical Appointment Cancellation/ No Show Policy and agree to its terms.

Signature (Parent/Legal Guardian)

Relationship to Patient

Printed Name

Date