

APPOINTMENT, SURGERY, AND ADMINISTRATIVE POLICY

Patient Name: _____

Date of Birth: _____

Our practice is committed to providing timely, high-quality care. To ensure fair access and efficient scheduling for all patients, we have the following policies:

Clinic Visit Cancellation Policy

- Please notify our office at least 48 hours in advance if you need to cancel or reschedule a clinic appointment.
- Cancellations made within 48 hours of the appointment may incur a \$100 fee.

Surgical Procedure Cancellation Policy

- Surgical procedures require significant coordination, including operating room time, staffing, and equipment.
- If you need to cancel or reschedule surgery, please notify us at least 5 business days in advance.
- Cancellations or rescheduling within 5 business days of the scheduled surgery will result in a \$250 fee.

No-Show Policy

- Failure to attend a scheduled clinic visit without prior notice may result in a \$100 fee. Arriving greater than 15 minutes after your scheduled appointment is considered a no show and may require you to be rescheduled.
- Repeated missed appointments may impact your ability to schedule future visits or procedures. If you No-Show three times, you may be dismissed from the practice.

Disability and Administrative Forms

- Completion of disability forms, FMLA paperwork, or other administrative documents requires provider time and review.
- A \$20 fee will be charged for each set of completed forms.

Exceptions

We understand that unforeseen circumstances can occur. Fees may be waived at the discretion of the provider for: Medical emergencies, Severe illness, Other extenuating circumstances.

Acknowledgment

By scheduling an appointment or procedure with our office, you acknowledge and agree to these policies. Missed appointments and late cancellation fees are not covered by insurance, including Medicare and Partnership, and are the patient's responsibility. These policies are applied consistently to all patients, regardless of insurance status, in accordance with federal and California law.

Patient Signature

Today's Date

For cancellations or questions, please contact us: 707-251-3608