

ENT of Athens No-Show Policy

We schedule our appointments so that each patient receives the right amount of time to be seen by our physicians and staff. That's why it is very important that you keep your scheduled appointment with us and arrive on time.

As a courtesy, and to help patients remember their scheduled appointments, ENT of Athens sends Text messages, Voice messages and email reminders 6 days and 4 days in advance of the appointment time. ENT of Athens also calls 3 days in advance of the appointment time as well.

If your schedule changes and you cannot keep your appointment, please contact us so we may reschedule you and accommodate those patients who are waiting for an appointment. As a courtesy to our office as well as to those patients who are waiting to schedule with the physician, please give us at least **24 hours** notice.

If you do not cancel or reschedule your appointment with at least 24 hours notice, we may assess a **\$25.00** "no-show" service charge to your account. This "no-show charge" is not reimbursable by your insurance company. You will be billed directly for it and cannot be seen until it is paid.

After three consecutive no-shows to your appointment, our practice may decide to terminate its relationship with you.

I understand the "no-show" policy of ENT of Athens. I understand that I must cancel or reschedule any appointment at least 24 hours in advance in order to avoid a potential no-show charge of **\$25.00**.

Patient Name (print)

Date

Patient Signature