

UNIVERSITY FOOT & ANKLE CENTER, INC.
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APPOINTMENT POLICY

PLEASE READ !

*Broken or Missed appointments are a serious problem in any medical practice where patients need to be urgently seen. Please respect your **RESERVATION** to see us.*

Thank you for your consideration.

- *Any cancelled visit with more than 24 hours' notice will not be subjected to a fee. If you call us to cancel your appointment and we do not answer, **leave a voicemail detailing the cancellation**. As long as you leave the voicemail 24 hours prior to the appointment, you will not be penalized - even on weekends and holidays.*
- *Any cancelled visit with less than 24 hours' notice will be subjected to a **\$45 cancellation fee**.*
- *Any missed existing patient visit without prior notice will be subjected to a \$45 fee.*
- *Any missed new patient visit without prior notice will be subjected to a \$75 fee.*
- *Patients who repeatedly violate the appointment policy may forfeit their time slots and be discharged from the practice.*



*You may receive a **reminder call** prior to your appointment. This is a courtesy service, which we make every effort to conduct on a regular basis. However, it is ultimately **your responsibility** to manage your appointments.*

I have read and agreed to the appointment policy explained above.

Please bring to your initial visit.

Signature

Date

11/13/14