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DATE

## Cancel, No-Show, and Late Arrival Policy

Patient's Name \_\_\_\_\_ DOB \_\_\_\_\_

Date of Service \_\_\_\_\_

Provider's Name \_\_\_\_\_ PPSD Office \_\_\_\_\_

**Due to the high volume of patients that need specialist services and the importance of attending all scheduled visits, Piedmont Plastic Surgery & Dermatology (PPSD) has established the following guidelines regarding canceled, no-show, and late arrival appointments. Your cooperation is greatly appreciated.**

### Cancel, No-Show Policy

- Patients must notify Piedmont Plastic Surgery & Dermatology at least 24 business hours prior to their scheduled appointment if they need to cancel. This will allow another patient to be scheduled in that time slot.
- Patients who do not call at least 24 business hours prior to their scheduled appointment and/or fail to keep their appointment will be considered a "no-show."
- Patients with three consecutive "same day" canceled or "no-show" appointments within a six-month period will be discharged from the practice.

### Late Arrival Policy

- Patients who arrive at Piedmont Plastic Surgery & Dermatology more than 15 minutes after their scheduled appointment time will be considered late.
- Patients arriving late may be required to reschedule their appointments.

**I have read and understand PPSD's Cancel, No-Show, and Late Arrival Policy.**

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_