



MJSS PODIATRY - NO SHOW/CANCELLATION POLICY

We strive to ensure that our patient's appointments are timely and efficient. We understand that patients have very busy schedules and we do all we can to make sure we run on time, as to respect your time. Because of this, our practice has a No-Show/Late Cancellation Policy. Please allow us this opportunity to explain this policy.

- If you are unable to keep an appointment, we request that you give us at least 24 hours' notice.
- 1st No-Show: A reminder notice will be sent out in the mail. Our staff will happily reschedule your appointment at your request, for a time that works better for you.
- 2nd No-Show: A \$25.00 fee will be assessed to your Minor & James Surgical Specialists (MJSS) account (this fee is NOT covered by insurance). You may contact our office to reschedule your appointment for a time that works better for you.
- 3rd No-Show: A \$25.00 fee will be assessed to your Minor & James Surgical Specialists (MJSS) account (Again, this fee is NOT covered by insurance). Unfortunately, you may be dismissed from the Minor & James Surgical Specialists (MJSS) Foot & Ankle practice for a minimum of 12 months.

This policy allows for other patients who may need an appointment to be scheduled in a timely manner. If you should have any questions or concerns, please do not hesitate to call us.

I understand the above No Show/Cancellation Policy, and accept financial responsibility for all missed appointments.

Signature: _____

Date: _____

Print Name: _____