

WK Neurology Clinic

MISSED/LATE APPOINTMENTS POLICY

WK Neurology Clinic kindly asks that you show consideration by notifying our office in advance if you are unable to keep your appointment. We would like the opportunity to offer that appointment to another patient who needs to see the physician.

Please contact our office with insurance/address/phone number changes. We utilize an automated calling service to confirm your appointments as a courtesy reminder. Ultimately, it is the patients responsibility to know the date & time of their appointments.

MISSED: Failure to cancel your appointment at least **24 hours in advance** may result in a fee of **\$50.00**. The fee is non-covered by insurance and it will be completely your responsibility to pay. Only CASH or CREDIT CARD will be an acceptable form of payment.

More than three (3) "no-show" appointments may result in dismissal from our practice.

LATE : If you are more than 15 minutes late, we will reschedule your appointment at your next earliest convenience.

Please note that we do understand unavoidable circumstances may occur. We will take this into consideration in the event you fail to keep your scheduled appointment.

I have read and understand the above Missed/Late Appointment Policy for WK Neurology Clinic.

Patient/Guardian Signature

Date

Patient Name – Please Print

Patient Date of Birth