

# Late Cancellation and No-Show Policy

We understand that plans can change. If you need to cancel or reschedule your appointment, we're here to help.

To keep appointments available for all patients and reduce wait times, please contact us at least 24 hours in advance if you cannot make your scheduled visit.

## What Counts as a Late Cancellation or No-Show?

**Late Cancellation:** Canceling or rescheduling your appointment less than 24 hours before the scheduled time.

**No-Show:** Missing your appointment without notifying us at least 24 hours in advance.

## Fees for Missed Appointments

Appointments not canceled at least 24 hours ahead of time will incur a **\$25 fee**.

Please note: This fee is not covered by insurance and will be billed directly to you.

## How to Cancel or Reschedule

You may cancel or reschedule your appointment in any of the following ways:

- **MyChart:** If you're enrolled, you can cancel or reschedule anytime through your account.
- **Call the office:** If we're unable to answer, please leave a voicemail with your full name, date of birth, appointment date/time, and the reason for cancellation.

## Helpful Reminder

Please arrive 15 minutes before your scheduled appointment to allow time for check-in and any necessary paperwork. This helps us stay on schedule and ensures your visit runs smoothly.