

# Coe Family Vision Clinic

## Late, Cancellation, and No-Show Policy

### Late Policy

If a patient is late for an appointment we ask that you call and let us know you are on your way. However, if you are more than **15 minutes late** you will have to reschedule your appointment.

### Cancellation of Appointment(s) / No-Shows

Patients wanting to cancel an appointment are asked to call the office 24 hours in advance. The charge for not canceling within a 24 hour notice is **\$25.00**, which will be charged to your account and is not payable by any insurance company.

Patients who "No-Show" with no previous notification three times for scheduled appointments may be discharged from the practice.

### Informed consent /Agreement:

- I have been informed of and understand the Clinic's late policy.
- I have been informed of and understand the Coe Family Vision Clinic's No Show/ Late Cancellation Policy. I understand that a no-show or late cancellation will result in a **\$25.00** Charge that is not covered by any insurance. I understand that three consecutive no show or late Cancellations may result in dismissal from the Clinic.

Signature of Patient / Guardian: \_\_\_\_\_ Date: \_\_\_\_\_