

Late Cancellation & No-Show Policy

Effective July 1, 2014

Family Footcare has adopted a very clear and strict late cancellation & no-show policy. Failure to contact Family Footcare prior to your scheduled appointment will result in a **\$50 fee**. This fee must be paid in advance before any further appointments will be scheduled. Insurance companies will not pay this charge and it will be YOUR (patient and or guardians) responsibility. We do not introduce this policy lightly but feel it is in the best interest of ALL our patients, as late cancellations and no-shows effect other patients and physicians as well.

Medicaid patients: Please be aware that per Medicaid regulations we cannot charge for late cancellation & no-shows, but we can and will discharge you from the practice.

All patients receive appointment reminders for visits scheduled at our practice. Our practice utilizes an automatic appointment reminder system that emails (if an email was provided) 4 days prior to your visit, texts (if a cell number was provided) your cell phone 3 days prior to your appointment and calls the home number you provided 2 days prior to your scheduled visit. It is the patient's responsibility to make sure that these appointments are kept. ***Please understand that these are courtesy reminders. It is still YOUR (patient and or guardians) responsibility to arrive at appointments as scheduled or cancel appropriately*** as outlined above.

Please know that last minute cancellations & no-show visits are recorded in patient files. Continued cancellations and/or missed appointments may result in discharge from our practice.

I have read and I understand this policy.

Patient's Name: _____ Date of Birth: _____

_____ Date: _____

Patient and/or Guardian's Signature