

ENT CENTERS OF EXCELLENCE, LLC

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*Cancellation/No Show Policy for Doctor Appointments*

We understand that there are times when you must miss an appointment due to emergencies or obligations for work or family. However, when you do not call to cancel an appointment, you may be preventing another patient from getting much needed treatment. Conversely, the situation may arise where another patient fails to cancel and we are unable to schedule you for a visit, due to a seemingly "full" appointment book.

If an appointment is not cancelled at least 24 hours in advance you will be charged a \$25 fee; this will not be covered by your insurance company and will need to be paid in advance before your next visit.

Thank you for your understanding.

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Print Patient Name

Signature Patient/Guardian

Date