

## Appointment Cancellation & No Show Policy For Patients

We are happy to reserve a time in your provider's schedule just for your. However, in consideration of others, we do request at least a **24-HOUR NOTICE** prior to cancellation of any appointment. We do understand that there are circumstances that may prevent you from keeping your appointment. If you provide us with as much notice possible, we may be able to contact another patient who needs an appointment. Appointments fill quickly, and cancelling with less than a 24-hour notice does not allow us enough time to schedule another patient in need of treatment. Therefore, a cancellation or no-show fee will apply if our office is not notified that you will be unable to make your appointment.

### LATE CANCELLATION AND NO SHOW FEES

PSYCHIATRISTS	NURSE PRACTITIONERS	SOCIAL WORKER	COUNSELORS
<input type="radio"/> DAVID BUTTROSS III, MD <input type="radio"/> JAYENDRA PATLE, MD <input type="radio"/> MICHAEL BROWN, MD	<input type="radio"/> MICHELLE DYER, APRN <input type="radio"/> ERICA HESSIFER, APRN	<input type="radio"/> ROBBIE DOWDEN, LCSW <input type="radio"/> ALAN WALKER, LCSW <input type="radio"/> ANN KERN, LCSW	<input type="radio"/> CINDY NASSAR, LPC

<b>NEW PATIENT NO-SHOW</b>	<b>\$50.00</b>
<b>ESTABLISHED PATIENT NO SHOW</b>	<b>\$95.00</b>
<b>LATE CANCELLATION NEW PATIENT</b>	<b>\$50.00</b>
<b>LATE CANCELLATION ESTABLISHED PATIENT</b>	<b>\$95.00</b>

\* A deposit equal to the above No-Show Fee will be conducted at the time of scheduling appointment. If you do not show or cancel within 24-hours of your scheduled appointment, this deposit will be applied as a "No Show Fee". Otherwise, the deposit collected at the time of scheduling will be applied toward your scheduled office visit. A charge for a missed appointment is not a charge for service, therefore will not be billed to your insurance company. This deposit implies a contracted mutual agreement.

Patients who are running late for their scheduled appointment are asked to contact our office as soon as possible to determine whether-or-not it will be necessary to reschedule your appointment.

Patients who arrive at our office 15-minutes or later for their scheduled appointment may need to be rescheduled to another date and time. Upon arrival, please consult with the front desk to confirm whether-or-not it will be necessary to reschedule your appointment.

After missing appointments, all Providers have the right to terminate treatment with their patient for non-compliance. For patients of Physicians, medications may not be refilled without seeing the Physician.

We greatly appreciate your understanding and cooperation of our office policies, and assisting us with accommodating our patients scheduling needs.

**TO SCHEDULE, RESCHEDULE OR CANCEL AN APPOINTMENT  
CALL 337.478.9331**

Please sign below that you have read and acknowledge the above information provided to you.

\_\_\_\_\_  
PATIENT/GUARDIAN NAME PRINTED

\_\_\_\_\_  
PATIENT/GUARDIAN NAME SIGNATURE

\_\_\_\_\_  
DATE