



913 East Arlington Blvd • Greenville, NC 27858
Phone: (252) 561-7777 • Fax #: (252) 561-7778

MISSED APPOINTMENT POLICY

Missed appointments represent a cost to us, to you, and to the other patients who could have been seen in the time set aside for you. Cancellations are requested 24 hours prior to the appointment. We reserve the right to charge for missed or late-canceled appointments in the amount of \$10. Continued abuse of unfulfilled scheduled appointments; i.e., three missed or late-canceled appointments, will result in a discharge from the practice.

Remember, this policy is intended to improve scheduling opportunities and encourage patients to call and cancel their appointments in a reasonable amount of time (24-hours when possible), which would allow for better use of patient, staff and physician time.