



# Aegis Medical Center

*Internal Medicine*

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## Cancellation Policy

Aegis Medical Center understands that occasionally you will be unable to attend your scheduled appointment. When this happens we kindly ask that you provide at least a 24 hour notice. This will enable us to offer that appointment time to another patient for that time slot. Missed appointment represent a cost to us, to you and to other patients who could have been seen at the time set aside for you. To assist you, Aegis Medical Center will try to confirm scheduled appointments. However, it remains the sole responsibility of the patient to keep their appointment.

Due to an increasing incidence of the number of scheduled appointments which are NOT Cancelled, Aegis Medical Center has had to follow other practices in the area and enact a written cancellation Policy.

We hope you understand that this is done with patient's best interests taken into account. We feel that this policy will continue to allow us to offer all of our patients same day sick appointments and more timely physical exams.

Therefore, please be advised that the following fees that the following fees will be charged when an appointment is missed without advance notice:

1 <sup>st</sup> Appointment	Excused
2 <sup>nd</sup> Appointment	\$35.00
3 <sup>rd</sup> Appointment	\$50.00
Same Day Appointment	\$25.00
Well visits/ Physicals	\$45.00

After the 3<sup>rd</sup> missed appointment you will receive a warning letter. Aegis Medical Center reserves the right to dismiss from our practice any patients who consistently fails to meet this policy OR who refuses to sign this agreement.

I have read and understand the cancellation policy stated above and agree to accept responsibility as described.

\_\_\_\_\_  
Parent/ Responsible Party Signature

\_\_\_\_\_  
Date