



## NO SHOW/NO CALL POLICY

Your appointment is important to us and to your health. Late arrival, 15 minutes or more, will result in the need to reschedule your appointment. If you miss an appointment, you may delay the treatment you need. You may also have to wait longer than you would like for a new appointment date. We do not want to keep you waiting, but our health care providers are heavily booked and may not be able to reschedule you immediately.

Because of the number of patients waiting for appointments at University Pain Clinic Associates, it is very important that you keep each appointment and arrive promptly at the time the appointment is scheduled. For our part, we will do our best to see you at the scheduled time and provide you with professional, quality care.

If you must change your appointment, in consideration for others who are waiting to be seen here, please call us at least 24 hours in advance to cancel the appointment. You may leave a voice message. If you fail to keep an appointment without notifying the clinic in advance **on three occasions**, consecutive or otherwise, we will not be able to schedule further appointments for you.

We greatly appreciate your understanding and cooperation with this policy.

My signature below indicates that I have read the above policy and that I understand it.

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Patient Signature

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Date