



No-Show, Late, and Appointment Cancellation Policies

Please be advised that we require notice of at least 24 hours to reschedule or cancel an appointment. Changes to scheduled appointments must be made by calling the office at 713-465-5966 during our normal business hours.

We recommend that you arrive at least 5-10 minutes prior to each appointment. This allows sufficient time to complete necessary paperwork and address insurance and billing questions.

No-Show Appointments

Our office policy provides for a charge of \$50 for No-Show Appointments, which are defined as any of the following:

- Patient reschedules or cancels an appointment fewer than 24 hours in advance
- Patient does not arrive within 15 minutes of the scheduled appointment time

No-show appointment fees will be charged to your account. Payment of no-show fees is required prior to scheduling future appointments.

Late Arrival Policy

Patients who arrive more than 15 minutes late to an appointment may not be able to be seen on the day of the original appointment. This policy also applies to appointments for ultrasound. Although we will make an effort to reschedule the appointment to the next available appointment that day or to an appointment with another provider, the appointment may need to be rescheduled to the next available appointment on another day.

Multiple No-Show, Rescheduled, or Canceled Appointments

Patients with multiple no-show, rescheduled or canceled appointments may be dismissed from the practice.

By signing below, please acknowledge your receipt of the information above. Thank you.

Patient Signature

Date

Patient Name

Patient Date of Birth