



MEDICAL APPOINTMENT CANCELLATION POLICY

Dear Patient,

We strive to provide excellent medical care to you, your family and all of our patients. In order to do so effectively and efficiently we have developed an appointment system that sets asides ample time for a patient.

"No-shows", and late cancellations inconvenience those individuals who need access to medical care in a timely manner. If you do not show up for your appointment, or notify us of your inability to keep your appointment by phone at least 24 hours in advance, that time that has been allotted for you cannot be used to treat another patient and is time lost to our office. In effort to reduce the number of such occurrences, we have implemented a Medical Appointment Cancellation Policy and it is effective immediately.

Our policy is as follows:

1. We request you give our office a 24- hour notice in the event you need to reschedule your appointment. Our phone number is 727-372-3750.
2. If you miss an appointment and do not contact us with at least a 24 hour prior notice, we will consider this a missed appointment and a **\$50.00** no-show fee with be assessed to you. This applies to late cancellations and "no-shows."
3. If you are late for an appointment, you will be seen as soon as possible, though the office visit may need to be shortened in length.
4. Our office makes reminder calls for appointments. If you are registered for the patient portal, you will receive e-mail reminders as well. However, the cancellation policy remains in effect regardless if a reminder message was received. It is ultimately the patient's responsibility to remember their scheduled appointments.

If you have any questions regarding this policy, please contact the office and we will be glad to clarify any concerns you may have.

We thank you for trusting Trinity Doctors Group, P.A. with your medical care.

I have read and understand the Medical Appointment Cancellation Policy and agree to the terms of this policy.

Signature

Date

Printed Name