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OFFICE CANCELLATION AND NO-SHOW POLICY

DEAR PATIENTS: OUR PATIENTS ARE VERY IMPORTANT TO US! DUE TO THE HIGH DEMAND FOR APPOINTMENTS AND LIMITED APPOINTMENT AVAILABILITY WE HAVE ADOPTED A CANCELLATION POLICY. THIS POLICY IS TO ENSURE THAT IF THERE IS A CANCELLATION, WE HAVE ENOUGH TIME TO INFORM AND ACCOMMODATE ANOTHER PATIENT THAT NEEDS AN APPOINTMENT.

POLICY:

PATIENTS WILL BE CHARGED \$45.00 FOR ANY APPOINTMENTS NOT CANCELLED 24 HOURS (REGULAR APPOINTMENTS) AND 48 HOURS (SPECIAL PROCEDURES) OR IF YOU NO SHOW YOUR APPOINTMENT. MONDAY OFFICE VISITS NEED TO BE CANCELLED NO LATER THAN FRIDAY MORNING. IF YOUR APPOINTMENT IS ON MONDAY PLEASE GIVE US AS MUCH NOTICE AS POSSIBLE DURING BUSINESS HOURS SO WE WILL HAVE AMPLE OPPORTUNITY TO INFORM ANOTHER PATIENT. ANY FEES FOR A MISSED OFFICE VISIT IS THE PATIENT'S RESPONSIBILITY, NOT THE RESPONSIBILITY OF THE INSURANCE COMPANY. IF AN APPOINTMENT WAS MISSED DUE TO AN EMERGENCY NOTIFY THE OFFICE MANAGER REGARDING ANY CHARGES.

THANK YOU FOR YOUR COOPERATION,

PAMELA M. CARR, M.D. AND STAFF

_____ SIGNATURE OF PATIENT	_____ D.O. B	_____ DATE
_____ (IF UNDER 18 SIGNATURE OF GUARDIAN)	_____ DATE	
_____ WITNESS SIGNATURE	_____ DATE	