DON'T BE A NO SHOW

We are glad you have chosen us to provide your psychiatric care, but if you miss your appointments you compromise that care. Because we are concerned about you, we now follow the process below if you miss your appointment and do not call to cancel or reschedule within a 72 hr. period prior.

- **1st missed appointment - you will not be charged and we will reschedule.**
- **2nd missed appointment – you will have the chance to reschedule but will be reminded of our policy and will be charged a $35.00 fee for a missed appointment with no notice. This must be paid to be able to reschedule.**
- **3rd missed appointment – this could result in discharge from this practice. You may be informed that you have to find other psychiatric care and will be notified by mail of termination.**

We know that sometimes there are extenuating circumstances, however other people are waiting for appointments as well and ALL of our patients are important to us. Our main concern is to provide you with the highest quality of care. If you have any questions regarding these rules, office staff will be more than happy to help in any way.

So let's work together so we can give you the optimum care you need and be considerate of others who need this kind of care as well. Thank you so much for your cooperation.

Signature: _____ Date: _____

Below For Office Use only:

Date	Time	NCNS/RS/C	Reason for NCNS/RS/C	Next Appt. Date & Time	Charge Y/N Fee	# missed