

# CANCELLATION POLICY

## Appointment Cancellation

When you book your appointment, you are holding a space on our calendar that is no longer available to our other patients. To be respectful of your fellow patients, please call Sebree Medical Group at 270-318-5088 as soon as you know you will not be able to make your appointment or if you will be late.

If cancellation is necessary, we require that you call at least 24 hours in advance. Appointments are in high demand and your advanced notice will allow another patient access to that appointment time.

## Late Cancellations/No Shows

A cancellation is considered late when the appointment is cancelled less than 24 hours before the appointed time or when you are 15 minutes late. A no show, is when a patient misses an appointment without cancelling. In either case, we will charge the patient a \$40 missed appointment fee.

## How to Cancel Your Appointment

If you need to cancel your appointment, please call our office at 270-318-5088 between the hours of Monday and Tuesday 8 am – 8 pm, Wednesday 8 am – 12 pm, or Thursday 9 am – 5 pm. If necessary, you may leave a detailed voicemail message. We will return your call as soon as possible. Thank you.

## Termination Policy

After 5 no call/no show appointments without cancelling, patient will be terminated from Sebree Medical Group practice. After 6 months, patient may fill out forms as a new patient.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_