

Medical Appointment Cancellation / No Show Policy

Thank you for trusting your medical care to Texas Neurology. When you schedule an appointment with Texas Neurology we set aside enough time to provide you with the highest quality of care. Should you need to cancel or reschedule an appointment, please contact our office as soon as possible, and no later than 24 hours prior to your scheduled appointment. This gives us time to schedule other patients who may be waiting for an appointment. Please see our Appointment Cancellation / No Show Policy below:

- Effective November 1, 2018 any established patient who fails to show or cancels/reschedules an appointment and has not contacted our office with at least 24 hours' notice will be considered a No Show and will be assessed a Rescheduling Fee.
 - Follow Up Visit Rescheduling Fee: \$25
 - Procedure Rescheduling Fee: \$75
- The fee is charged to the patient, not the insurance company, and is **due at or before the patient's next office visit.**
- As a courtesy we do provide automated appointment reminder calls.

You may contact Texas Neurology 24 hours a day, 7 days a week at **(214) 827-3610 option 3** or by logging into our Patient Portal www.texasneurology.com – **Sign in to Patient Portal**. Should it be after hours or a weekend, you may always leave a message. Message left at either location are acceptable.

I have read and understand the Medical Appointment Cancellation / No Show Policy and agree to its terms.

Signature (Parent / Legal Guardian)

Relationship to Patient

Printed Name

Date