

## **BERKS FOOT & ANKLE SURGICAL ASSOCIATES, INC.**

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### **Appointment Cancellation Agreement**

We consider an appointment to be a commitment and an agreement. When an appointment is scheduled, that time is set aside for you and no one else. Consequently, a missed or cancelled appointment leaves a gap which would have been filled if proper notice was provided.

Therefore, a fee will be charged for missed or cancelled appointments without 24 hour notice.

\*A reminder call will be made the day prior to the scheduled appointment. However, you are responsible for the appointment whether or not you receive the call.

Cancelled Appointments: No charge for any appointment cancelled with at least 24-hour advance notice. A fee shall be charged for cancelled appointments without proper notification. This fee will not be charged to your insurance and is your responsibility to pay in full.

Missed Appointments: A missed appointment will be billed a fee. This fee will not be charged to your insurance and is your responsibility to pay in full.

Exception: Same day cancellation due to serious medical or family emergency or dangerous road conditions (snow/ice) will not be charged as long as notice is received prior to scheduled appointment time.

I am aware of the cancellation policy and agree to the terms.

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Signature

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Date