



1806 W Pleasant Ridge Rd  
Arlington TX 76015

**Cancellation Policy / No Show Policy**

Dear Patient:

In January 2014 Pleasant Ridge Internal Medicine implemented a cancellation/ no show policy. Please make note; if you arrive 10 minutes past your scheduled appointment time we will have to reschedule the appointment. We understand that delays can happen, however we must try to keep our schedule on time.

Additionally, we understand that there are times when you must miss an appointment due to emergencies or obligations for work or family. However, when you do not call to cancel an appointment, you may be preventing another patient from getting treatment. We request that you please give our office a 24 hour notice in the event that you need to reschedule your appointment with the provider. This allows other patients to be scheduled. If a patient misses an appointment without contacting our office, this is considered a missed appointment **(No-Show, no-Call) A fee of \$30.00** will be charged to you for a missed appointment. This fee will not be billed to your insurance carrier.

I have read and understand the Cancellation/No Show Policy of the practice and I agree to the terms.

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Print Patient Name

Signature Patient/Guardian

Date