**Medical Direct Care No-Show Policy**

Effective 1/11/2018

We appreciate the opportunity to serve your medical needs. We respect your time and we vow to see you as promptly as possible. We ask that you respect our time by calling to cancel your appointment as soon as possible when you realize that you will be unable to keep it. By calling at least two (2) hours in advance to cancel your appointment when you are unable to keep it, you allow us to book another patient who needs to be seen.

We realize that sometimes things happen beyond your control and we appreciate when you call to cancel appointments when necessary. If you fail to call to cancel your appointment at least 2 hours prior to your appointment and you fail to show-up for that appointment within ten minutes of your appointment time, it will be considered a “no-show.”

It is our policy when you commit a “no-show” on your New patient (initial) clinic visit **or** commit a second “no-show” and all subsequent “no shows”, you will be charged **$55.00**. If you accumulate three (3) “no-shows” within a two (2) year period, we may no longer be able to serve you and meet your healthcare needs by providing you with appointments within our facility. If you accumulate three (3) “no-shows” we will contact you and send you a letter informing you to seek medical treatment at another medical clinic.

Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sign Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_