

Atlanta Arthritis Center, P.C.

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As of January 4, 2010, we have implemented a no show policy.

No-Show Policy for Atlanta Arthritis Center

As a courtesy, we attempt to contact every patient to remind them of their appointment; however, it is the responsibility of the patient to arrive for their appointment on time. In order to provide the best care and service to our patients, we ask that you notify us 24 hours in advance to cancel and/or reschedule your appointment. Patients

A "no show" is someone who misses an appointment without canceling it 24 hours in advance. Failure to present at the time of a scheduled appointment will be recorded in our appointment scheduler as a "no show." The first time there is a "no show," the patient will be sent a letter alerting them to the fact that they have failed to show up for an appointment and did not cancel the appointment. If there is a second "no show," within 1 year, a fee of \$50.00 will be billed to the patient, not the insurance company and this fee is required to be paid prior to scheduling the patients next appointment. Three "no shows," in 1 year **will** result in the termination from our practice.

We value our patient/doctor relationships and will do everything we can to accommodate you. Your communication and compliancy are not only very much appreciated but will help us to help you (and others) achieve a positive outcome.

Patient's signature: _____

Date: _____

Thank you,
The Management

1/2010