

Outlook Eyecare

Cancellation Policy/No Show Policy

Cancellation/No Show Policy for Doctor Appointments:

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 much needed treatment. Conversely, the situation may arise where another patient fails to cancel and we are unable to schedule you for a visit, due to a seemingly "full" appointment book.

Therefore, if an appointment is not cancelled at least 24 hours in advance you will be charged a fifty dollar (\$50) fee; this will not be covered by your insurance company.

Scheduled Appointments:

We understand that delays can happen however we must try to keep the other patients and doctors on time.

Therefore, if a patient is 20 minutes past their scheduled time we may have to reschedule the appointment.

_____ / / _____
Print Name Patient Signature Patient/Guardian Date

Patient Account # _____
(Office Use Only)