



Cancellation and No-Show Policy

Our goal at Community Hospital Clinic is to provide you with Quality health and Wellness Services, and to provide those services in a timely manner that is convenient for you as our patient and also the community we serve. Any late cancellations or missed appointments (No-Shows) prevent other patients from receiving needed care services.

In order to maintain our high standard of care, we ask that you **arrive 15 minutes early** to your appointment, **30 minutes early if you are a new patient**. **If you must change your appointment, please contact our scheduling department 24 hours in advance** at (928) 668-1833 and we will be happy to assist you. If the office is closed, or an operator/receptionist is unavailable, please leave us a voicemail message with your date of birth, first and last name, telephone number and we will promptly return your call to reschedule your appointment.

Missed appointments or “No Shows” are when an appointment is missed without cancelling. Failure to show for an appointment is recorded in our system and will be subject to the following:

First No Show - A Letter will be mailed.

Second No-Show - You will be charged a fee of \$50 which would have to be paid before another appointment could be scheduled for you.

Third No-Show – You will be charged \$50 which would have to be paid prior to your next visit and you will only be allowed to schedule same day appointments. Please note that same day appointments are subject to availability.

Continued No-Shows could result in you being discharged from our clinics.

By Signing below, you acknowledge that you have read and understand this Cancellation and No-Show policy.

Print Name

Date

Signature

Witness