



PATIENT CANCELLATION/NO-SHOW POLICY

Our goal is to provide quality medical care to our patients in a timely manner. Appointments are in high demand and we must fully utilize our time efficiently. We understand that there are times when you must miss an appointment due to emergencies or obligations to work or family. While we are sympathetic, BHC cannot absorb the financial responsibility nor delay the care of other patients due to last minute cancellations or no shows.

This Cancellation/No-Show Policy has been established to help us better utilize available appointments for our patients in need of medical care, as well as, to help control unnecessary cost. Medications & supplies that need to be ordered ahead of time are very costly for certain diagnostic tests.

Effective June 15, 2018 if an appointment, diagnostic test or procedure is not cancelled 24 hours in advance of your appointment time, you will be charged the following:

\$25.00 for an Office Appointment

\$50.00 for a Diagnostic Appointment

\$100.00 for a Procedure Appointment

This charge will not be covered by your insurance company and will not go toward the appointment or test if it is rescheduled. Once a cancellation/no-show fee has been incurred, it must be paid prior to rescheduling the appointment or test.

If you have questions about your account, you may call and ask to speak to a billing office representative to review your account.

If you need to cancel or reschedule an appointment, please call 205-815-4800.

X _____ **Date** _____