



## “No Show” Policy & Procedure For Office Visits, Procedures & Surgery

ENT of Georgia imposes the following policy with regard to patients who fail to keep their scheduled office visit appointment, procedure appointment or schedule surgery appointment.

- Patients who fail to show for their scheduled appointment or did not notify the office within 24 hours of their scheduled appointment time, shall be subject to a “No Show” penalty of \$25.00. In the event of an actual emergency and prior notice could not be given, consideration will be given, and a 1 time exception maybe granted.
- Patients who fail to show for their scheduled office procedure appointment or did not notify the office within 24 hours of their scheduled appointment time, shall be subject to a “No Show” penalty of \$150.00.
- Patients who fail to show for their scheduled surgery appointment or did not notify the office within 7 days in advance (if surgery scheduled on Monday, must cancel by the prior Monday) of their scheduled surgery appointment time, shall be subject to a “No Show” penalty of \$150.00. If cancelled by the physician as a medical necessity, then the patient is not subject to “no show” charge. Insurance authorization denials are also an exemption of the penalty.

\_\_\_\_\_  
Patient’s Signature:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Patient’s Printed Name:

\_\_\_\_\_  
Witness Signature:

\_\_\_\_\_  
Date: