

NOTICE OF CANCELLATION POLICY & NO SHOW FEES FOR APPOINTMENTS

NEPHROLOGY ASSOCIATES OF SYRACUSE, PC

Date _____

Patient's Name _____

Patient Date of Birth _____

At Nephrology Associates of Syracuse, we remind you of your office appointment three days before either by text, email or phone. We understand that there are times when you must miss an appointment due to an emergency, or family or work obligation. If you cannot make your appointment, we ask that you please contact us at least 24 hours ahead of time to reschedule your appointment.

Methods to contact us include responding to a phone call or text notice, or a phone call to our office during normal business hours (Monday – Thursday 8:00 am - 4:30 pm and Friday 8:00 am - 4:00 pm).

Patients who fail to show up for their appointments or cancel less than 24 hours in advance will be charged a \$30 no show fee that is not covered by insurance. This fee may be required to be paid prior to scheduling further appointments at the practice. Multiple no showed or cancelled appointments may lead to dismissal from the practice. We require that all active patients have a scheduled appointment on the books to ensure that they are not lost to follow up care.

Thank you for your understanding.

I have read and understand the policy Nephrology Associates of Syracuse has regarding no shows and cancellations.

Signature of Patient or Legal Guardian

Printed Name of Legal Guardian