



Integral Gastroenterology Center, P.A.
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BROKEN APPOINTMENT POLICY

It is important that all patients honor their reserved appointments. Failure to do so deprives other patients from seeing us in a timely fashion. So that those who fail to keep scheduled appointments will not penalize other patients, we are instituting a broken appointment policy, as follows:

- A. We require **24 hours** advance notice if you cannot keep your appointment. If you must notify us outside of regular office hours, our answering service is available 24 hours a day, 7 days a week.
- B. NO-SHOWS: If you fail to give the required 24 hours advance notice, your appointment will be designated as a “no-show.” We will attempt to contact you to reschedule your appointment. If we reschedule your appointment and you cancel or fail to keep your appointment a second time, we will charge a fee of **\$25.00**.
- C. MULTIPLE CANCELLATIONS: Regardless of the time of notice of cancellation, if you cancel your scheduled appointment **3 times** in succession, we will charge a fee of **\$25.00**.

Any fee incurred must be paid before another appointment will be scheduled.

We understand that unforeseen circumstances occur, and we believe this is a fair effort to accommodate such circumstances while also honoring the preference of all patients to see us efficiently. We thank you for respecting this policy and look forward to seeing you.

I have read and understand the broken appointment policy.

Signed: _____ Date: _____

Relationship (if not signed by patient): _____