



## CANCELLATION POLICY

We value each of our patients and ask your cooperation in keeping your appointments. If rescheduling or cancelling a dermatology appointment in our clinic is necessary, we ask that you give us advance notice. This allows another patient the opportunity to schedule an appointment in your place. Last-minute cancellations or rescheduled appointments mean we are unable to fill this time with another patient in need of our care.

**Appointment Confirmation:** Our automated Televox system will call or text an appointment reminder to you 2 days prior to your appointment. If you fail to confirm with Televox, one of our receptionists will call you 24 hours before your appointment to confirm.

**Timely Cancellations:** Cancellations made with less than 24 hours' notice will be considered a missed appointment and patients will be charged a fee of \$25.00.

**Missed Appointments:** Patients are only allowed 2 missed appointments (no shows) in a 12-month period. **After the second missed appointment, the patient may be discharged from our practice.**

**On Time Arrivals:** Please arrive on time for your appointment. If you are more than 15 minutes late to your appointment, you may be asked to wait longer to be seen or asked to reschedule.

Thank you for choosing our Dermatology Clinic. Dr. Alexander and our Physician Assistants look forward to providing you with excellent care.

Sincerely,

Clinic Manager  
Regina Beacham

Please sign below to acknowledge you have read the terms above.

Patient Signature \_\_\_\_\_ Date \_\_\_\_\_