

INDIAN PEAKS MEDICAL GROUP

Late Cancellation and Missed Appointment Policy

Because of the increasing number of patients that either no-show for their scheduled appointment or give less than 24 hour notice for cancellation we have been forced to initiate a new late cancellation/missed appointment policy. This policy applies to all patients, new and established.

In order to be respectful of the medical needs of our patients, please be courteous and call our office promptly if you are unable to attend an appointment. This time will be reallocated to someone who needs to be seen for an urgent medical problem or someone who is on our wait list for an appointment. This is how we can best serve the needs of all our patients.

We will call you 24 hours in advance to remind you of your scheduled appointment. (Please make sure we have your updated contact information.) If it is necessary to cancel/reschedule your appointment we ask that you call us at least 24 hours in advance at 303-893-8300. **In the event a 24 hour notice of cancellation is not given, a fee of \$50.00 may be assessed for an office appointment. These fees are not covered by your insurance and are your personal responsibility.**

If two (2) or more appointments are missed consecutively, we respectfully reserve the right to terminate our relationship, with the patient.

If a patient does not comply with this policy or refuses to pay a late cancellation/missed appointment fee, the patient hereby gives Indian Peaks Medical Group, the permission to seek payment for said fees.

I have read the late cancellation/missed appointment policy for Indian Peaks Medical Group, and understand the above

Patient/Guardian's Signature

Date