



Mudanai Sabapathy, M.D.

Internal Medicine

Geriatric Medicine

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No- show/ Missed Appointment Policy

We at Mudanai Sabapathy M.D understand that sometimes you need to cancel or reschedule your appointment. If you are unable to keep your appointment, please call the office as soon as possible (with at least 24-hour notice).

To ensure that each patient is given the proper amount of time for their visit and to provide the highest quality of care, it is very important for each scheduled patient to attend their visit on time. As a courtesy, an appointment reminder call to you is made/ attempted five business days prior to your appointment. It is the responsibility of the patient to arrive for their appointment on time.

Please review the following policy:

- 1. Please cancel your appointment with at least 24-hour notice.**
- 2. If less than a 24-hour cancellation is given, this will be documented as a "No-Show" appointment.**
- 3. If you have 2 "No-Show/Missed" appointments within a one-year period, you will be assessed a \$25.00 no show fee.**
- 4. If you have 3 "No-Show/Missed" appointments within a one-year time, you will receive a second \$25.00 no-show fee assessment. Dismissal from the practice will be considered, and you will be notified by letter if the dismissal is approved.**

I have read and understand Mudanai Sabapathy M.D "No-show/Missed Appointment policy" and understand my responsibility to plan appointment accordingly and notify the office appropriately if I have difficulty keeping my scheduled appointments.

_____ **Print Name**

_____ **Date of Birth**

_____ **Date**

Patient Signature _____