



CANCELLATION & NO SHOW POLICY AGREEMENT

At Dietitian for Diabetes & Weight Control we give each patient our full attention for the highest level of care. **We do not double book appointments**, unlike your physician who may schedule several patients in the same time slot. If you do not attend your scheduled appointment, we are not reimbursed by your insurance provider and your dietetic provider is not being paid.

We understand that situations may arise in which you need to cancel or reschedule an appointment. Please notify us **at least 24 hours in advance** if you are unable to attend your appointment. This allows us to schedule other patients or let the dietetic provider adjust her personal schedule.

Any unconfirmed appointments, cancellations made in less than 24-hours, arrivals more than 20 minutes late or “no shows” will be charged a \$25.00 fee. If you are scheduled on a Saturday the fee increases to \$50.00.

If you acquire three fees in a 12-month period you will be dismissed from the practice and denied future appointments.

Appointments must be confirmed no later than 8 p.m. the night before your visit. Unconfirmed appointments will be cancelled and you will be charged a fee of \$25.00.

Please speak to your dietitian if you have questions about the cancellation & no show policy. We believe in providing the best care to our patients and we look forward to helping you reach your goals!

Patient Name (PRINT)

Date

Signature

Appointment Reminder

Please provide the **best contact** telephone number for appointment reminders or email. Once you receive a text or voice reminder we ask that you confirm your appointment as soon as possible. We are using an **automated confirmation** system so please READ and reply as stated in the reminder (it is usually a number). You can leave a voicemail or text our office 24-hours a day at 702.525.1105.

Telephone _____ Email: _____

Do you prefer text or voice confirmation? TEXT VOICE EMAIL