



Saturday No Show Policy

As a courtesy to our patients our Doctors are available by appointment on Saturdays. Due to the high demand and volume of our Saturday appointments we are instituting a Saturday no show policy.

We schedule our appointments so that each patient receives the appropriate amount of time to be seen by our Doctors and staff. That's why it is very important to keep your scheduled Saturday appointment with us and to arrive on time as instructed.

As a courtesy and to help patients remember their scheduled appointments, We send texts 24 hours before the scheduled exam, and another text is sent 30 minutes prior to the scheduled appointment time.

If your schedule changes and you are unable to keep your Saturday appointment, please contact us 24 hours prior to your scheduled appointment. If you do not cancel or reschedule your appointment with at least 24 hours notice, we will assess a **\$50.00** "no-show" service charge to your account. This "no-show" charge is not reimbursable by your insurance company and you will be billed directly for it. The **\$50.00** "no-show" service charge must be paid, prior to scheduling another appointment in our office.

I understand the "no-show" policy of Optic Gallery Ann and agree to pay a **\$50.00** fee for any no-show or any appointment canceled less than 24 hours in advance. I understand that I must cancel or reschedule any appointment at least 24 hours in advance in order to avoid a fee.

I understand that I cannot schedule another appointment if I have a "No-Show" fee on my account until it is paid in full.

Signature: _____

Print name: _____

Date: _____