



***Effective June 1, 2023:***

***Premier Dermatology will charge a fee to all patients who fail to cancel appointments at least 24 hours prior to their scheduled appointments.***

If you do not cancel or reschedule your office appointment with at least 24 hours' notice, we will assess a \$50 "no-show" service charge to your account. If you do not cancel or reschedule a surgical appointment with at least 24 hours' notice, we may assess a \$150 "no-show" service charge to your account. These "no-show charges" are not reimbursable by your insurance company. You will be billed directly for them. Payment of these fees are required before you will be seen by our practice.

## **No-Show Policy**

We schedule our appointments so that each patient receives the right amount of time and attention with our physicians and other clinicians. That's why it's very important for patients to arrive on time for your scheduled appointment.

As a courtesy, and to help patients remember their scheduled appointments, Premier Dermatology sends a reminder in advance of your appointment time. If your schedule changes and you cannot keep your appointment, please contact us as soon as you become aware and give us at least 24 hours' notice. We will attempt to reschedule you to accommodate those patients who are waiting for an appointment.

However, it is the responsibility of the patient to arrive for their appointment on the scheduled date and time. If you do not receive a reminder call or message, the above Policy will remain in effect.

## **How to Cancel or Reschedule Your Appointment:**

To cancel or reschedule an appointment call Premier Dermatology at 703-726-0070. If you have any problems getting through, you can leave a detailed message with your name, date of birth and reason for cancellation/request to reschedule.

Patient Name: \_\_\_\_\_

Patient Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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