DESCHUTES RIM
HEALTH CLINIC

No Show, Late Cancellation, or Cancelled Appointment Policy

Patient: _____

Deschutes Rim Health Clinic wants to thank you for choosing the clinic for your healthcare needs. To accommodate all patients, reduce scheduling disruptions, and offer optimal care, we are implementing the following policy for no-show, late cancellation and cancelled appointments.

No-show and late cancellations cost the clinic money and take time away from patients who could have taken that appointment.

Policy

- Please arrive at least 10 minutes early to your appointment
- You must provide at least 24 hours' notice to cancel or reschedule an appointment
- If you arrive 10+ minutes late for the appointment, it may be considered a no-show and the appointment may need to be rescheduled

After the first no-show/late cancellation, you will receive a letter reminding you of this policy.

After the second no-show/late cancellation, you will be charged $25 and receive a letter reminding you of this policy.

After the third no-show/late cancellation, you will be charged $50 and must sign a letter of understanding in order to continue medical care and adhere to specific appointment scheduling requirements.

If you continuously cancel appointments, even with 24+ hours' notice, that cause scheduling and financial disruptions, you may be asked to sign a letter of understanding in order to continue medical care and adhere to specific appointment scheduling requirements.

By signing below, I understand and will adhere to the above policy.

_____ _____

Patient/Guarantor Date