



CANCELLATION/NO SHOW AND PRESCRIPTION POLICY

MRN: _____

Cancellation and No Show Policy

In an effort to provide better service and availability to our patients, we have developed a Cancellation and No Show policy. As our goal is to provide quality medical care in a timely matter, this policy enables us to better utilize available appointments for our patients in need of medical care.

Please note, we do provide a reminder notice 2 days prior to your scheduled appointment date.

A patient who does NOT SHOW for their appointment or who does not provide notice at least 24 hours in advance, may be charged a \$25 administrative fee. This fee is not payable by any insurance company, and remains the responsibility of the patient. This is due in full prior to your next appointment. We ask that you please call 24 hours in advance to (520) 207-7434 if you are unable to keep your scheduled appointment.

If you have three or more cancelled, no-showed or a combination there of in a 12 month period of time, you may be dismissed from the practice and denied any future appointments.

Prescriptions

Prescription refills: If you need a refill, please call your pharmacy first. Please allow 48 hours for a prescription to be refilled. If you have not had an appointment within the recent months you may be required to schedule an appointment to be seen before we refill your medication.

Controlled substances: If you need these types of medications we can prescribe them when medically appropriate. However, please be aware that we do not phone-in controlled substances. If you need opioids or other controlled substances on an ongoing basis, you will likely need to complete a written contract for them and then come in to see us on a routine basis for refills. Please be aware that controlled substance refills will not be done routinely on Fridays.

Printed Name

Signature

Date