

ADVANCED PACIFIC

Otolaryngology and Audiology
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NO SHOW/CANCELLATION/RESCHEDULE POLICY

1. No Show/Cancellation/Reschedule policy for doctor appointments or office procedures

We understand that there are times when you must miss an appointment due to emergencies or obligations for work or family. However, when you do not call to cancel or reschedule an appointment, you may be preventing another patient from receiving much needed medical care. Conversely, the situation may arise where another patient fails to cancel or reschedule, and we are unable to schedule you for a visit due to a seemingly 'full' appointment schedule.

If any appointment is not cancelled or rescheduled at least 24 hours in advance of your scheduled appointment, you will be charged a \$25 (twenty-five) fee for appointments or a \$50 (fifty) fee for office surgeries. This is not covered by your insurance company and you will be responsible to pay this fee before you are seen by the Doctor at your next visit.

NO EXCEPTIONS.

2. No Show/Cancellation/Reschedule policy for Hospital procedures

Due to the large block of time needed for surgery, last minute cancellations and reschedules can cause problems not only with our office, but with the hospital as well. Again, not cancelling a surgery in a timely manner may be preventing another patient from receiving much needed medical care.

If a surgery is not cancelled or rescheduled at least seven (7) business days in advance (not counting the day that you called), you will be charged a \$100 (hundred) fee. This is not covered by your insurance company and you will be responsible to pay this fee. Payment for this MUST be made prior to having another appointment made for surgery.

3. Deposit Required

If patient has been sent to collections or has a bad debt on record, Advanced Pacific will require a \$100 deposit for future co-pays.

I have read the above statement and understand and agree with the policy set forth above.

Patient Name (Print)

Patient or Responsible Party Signature

Date