



College Station Surgical Associates recognizes the need for a clear understanding between patient and physician regarding financial arrangements and standard office policies for your medical care. In order to provide you with the best and most efficient care, the following information is provided for you. If you have any questions, please let us know before you sign.

Canceling or Rescheduling an Appointment: If you need to cancel or reschedule your appointment, **you must notify our office at least twenty-four (24) hours in advance of your scheduled appointment.** Failure to do so will be considered No Show and result in a \$25 fee for the no show. This fee is considered non-covered by insurance and you are responsible for the charge.

15 Minute Policy: If you are more than 15 minutes late for your appointment, you may be asked to reschedule.

I have read the above and agree to abide by this policy. I fully understand that failure to cancel and/or reschedule an appointment with less than 24 hour notice, will be considered a No Show and as such will be subject to a charge. Repeated No Shows may result in the termination of the doctor-patient relationship.

Patient's Printed Name

Date

Signature of Patient/Guardian

Witness