



## Tulsa Eye Associates

### **Cancellation/Missed Appointment Policy**

Not showing up for a scheduled appointment inconveniences our office and other patients. If it is necessary to cancel your scheduled appointment, we require that you provide **24 hour** notice of the cancellation. Early cancellation will allow another patient the opportunity to receive an appointment in a timely manner.

**Failure** to cancel at least **24 hours** prior to a scheduled appointment will be considered a missed appointment. **Arriving** more than **15 minutes** past your scheduled appointment time will be considered a missed appointment and the patient will be required to reschedule the appointment for a later date. Missed appointment charges will not be billed to insurance, but directly to the patient.

1. As a courtesy, there will be no charge for one missed appointment within a calendar year.
2. Should there be a second missed appointment, there will be a **\$50** missed appointment fee.
3. In the event of a third missed appointment, you will be billed for the cost of a complete comprehensive eye exam. Tulsa Eye Associates reserves the right to dismiss any patient with multiple missed appointments.

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Patient or Guardian's Signature

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Date

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Patient's Printed Name