

# Missed Appointment Policy

Our goal is to provide quality audiologic care in a timely manner.

Please be respectful of the needs of other patients and call Windsor Audiology 24-hours prior to your appointment if you are unable to attend. This policy applies to all patients, new and established. This time will be reallocated to someone who is in need of treatment. Appointments are in high demand, and your early cancellation will give another patient the possibility to have access to timely medical care.

A “no-show” is an individual who misses an appointment without cancelling prior to the date and time of their scheduled appointment. **Failure to be present at the time of the aforementioned appointment will result in a missed appointment fee of \$25.00. If this occurs more than twice, the fee will be increased to \$50.00.**

Printed Patient Name: \_\_\_\_\_

Patient Signature: \_\_\_\_\_

Date: \_\_\_\_\_