

# Dermatology Specialists, P.A.

## Missed Appointment & Cancellation Policy

At Dermatology Specialists, P.A., we recognize that in today's busy world, adhering to a schedule is important in order to maximize time and meet the demands of daily life. Our goal is to provide quality care in a timely manner. With this in mind, we have implemented a missed/cancellation policy which enables us to better utilize available appointments for our patients.

A "missed" appointment, no show, is someone who misses an appointment without canceling/rescheduling in advance. A cancellation, is a change made to a scheduled appointment and is canceled/rescheduled without a 24 hour advanced notice (also considered a late cancellation).

Missed appointments, late cancellations, and late arrivals are disruptive to our schedule and other patients. Please be courteous and call Dermatology Specialists, P.A. promptly if you are unable to attend an appointment. This time will be reallocated to someone who is in urgent need of treatment.

A fee of \$50.00 will be charged to the patient for missed appointments and for late cancellations. This fee is not covered by your insurance and it will be your responsibility to pay before your next visit. We reserve the right to dismiss patients from our practice after two missed/cancellation appointments in a twelve month period. New patients' that miss/cancel appointments are also held to this policy.

By signing below I have read and understand the above policy.

\_\_\_\_\_  
Print patient name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Patient/Guardian signature

\_\_\_\_\_  
Chart #

\_\_\_\_\_  
Staff initials

\_\_\_\_\_  
Date

Edina East Professional Building  
3316 West 66th St Suite 200  
Edina, MN 55435

Flagship Corporate Center  
775 Prairie Center Dr Suite 370  
Eden Prairie, MN 55344

Phone (952) 920-3808  
Fax (952) 920-8899

Fax (952) 942-6556