



No Show Policy

1. Dayton Outpatient Center requires at least 24 hours notice to cancel an appointment in order to allow our staff to reschedule another person in need for that time slot.
2. Our staff will perform a reminder call the day before your appointments. A message will be left on the answering machine to the best number we have on our records that you have provided.
3. Every no show event will be documented in the chart and you will be assessed a fee payable prior to your next office visit, \$50 for office visits & \$100 for procedures.
4. At the next scheduled appointment after each no show, the Doctor/PA will discuss with you the reason for the no show, the importance of keeping scheduled appointments and review our no show policy. Your treatment plan may be adjusted accordingly based on any information obtained during this discussion.
5. After 3 no shows (consecutive or non-consecutive), no additional appointments will be scheduled for you. You will need to pay for all no shows before you can be scheduled for an appointment. If you report a need for an appointment that appears to be urgent or emergent, you will be transferred to the Doctor/PA for a telephone interview.

Your signature below indicates that you have read this policy,
understand it and agree to comply with its requirements.

Patient Name

Signature of Patient or Legally Responsible Person

Date