



## **Updated No Show Policy- Effective January 1<sup>st</sup>, 2025**

**Dear Valued Patient,**

Thank you for choosing Podiatry Associates for your podiatric needs. We strive to provide you with the highest level of medical care. One way we do this is by getting you in quickly so that our providers can provide the necessary care in a timely manner. To continue doing so, we are implementing a new NO SHOW Policy.

When you schedule an appointment with our office we have set aside time for your care. If you are unable to attend the scheduled appointment and do not contact the office to cancel or reschedule it affects our ability to care for other patients.

It is your responsibility as a patient to notify the office if you are unable to keep your scheduled appointment. Podiatry Associates will now require notification of at least 24 hours prior to the scheduled appointment time for all cancellations. If you do not notify the office within this time period, this appointment will be considered a "No Show" appointment and charged a fee of \$50.

This \$50 fee will be charged to the patient on the date of the no show appointment. This fee must be paid before the patient can SCHEDULE another appointment with our office. This fee is not covered by insurance and is the sole responsibility of the patient.

If the fee goes unpaid, this will apply to the card on file policy. This means that if after 90 days (about 3 months) we are unable to obtain payment the balance may be sent to collections. You can refer to our card on file policy for further details.