

## Appointment Policy

At Dagam Neurosurgery our goal is to provide timely care to those needing appointments. We understand situations arise where you must cancel your appointment, however we require a minimum of 24 hour notice.

- Violation consequences are as follows for office appointments:
  - 1<sup>st</sup> occurrence – as a courtesy – no charge
  - 2<sup>nd</sup> occurrence - \$50 charge late cancel - \$125 no show
  - 3<sup>rd</sup> occurrence – charges as above and warning letter notifying you of dismissal if there is another no show/late cancellation
  - 4<sup>th</sup> occurrence – charges as above; dismissal from our practice

These charges are billed directly to you, not your insurance company. All fees must be paid prior to rescheduling and can be paid by contacting our billing department directly at 262-544-9850.

Please note, if you are more than 15 minutes late for your scheduled appointment, you may be asked to reschedule in order to keep the clinic on schedule.

I have read and understand the above policy

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

Patient Signature \_\_\_\_\_ Date \_\_\_\_\_

(or legal representative)