

Thank you for trusting your medical care to Sacramento Ear, Nose and Throat and The Allergy Center. When you schedule an appointment with us we set aside enough time to provide you with the highest quality care. Should you need to cancel or reschedule an appointment please contact our office as soon as possible. This gives us time to schedule other patients who may be waiting for an appointment. Please see our Appointment Cancellation/No Show policy below:

Office Visits

Effective March 1, 2025, any patient who fails to show or cancels/reschedules an appointment less than **48 hours prior** to the appointment will be considered a No Show or in violation of our Cancellation Policy.

Upon the first No Show or violation of our Cancellation Policy, a \$50 fee will be charged to the patient (we do not bill the insurance) (the fee does not apply to Medi-Cal patients) and will need to be paid **prior to** rescheduling.

Upon a second No Show or violation of our Cancellation Policy, if an established patient, the patient may be **dismissed** from the practice. If a new patient, the referral will be **redirected back to the PCP/referring doctor for a referral to another ENT/Allergy practice.**

Surgery

If a patient scheduled for surgery fails to show, cancels or reschedules their surgery less than **1 week prior** to the scheduled surgery, the patient will be charged \$100 to be paid prior to rescheduling the surgery.

I have read and understand the Appointment Cancellation/No Show policy and agree to its terms.

Signature (Patient/Parent/Legal Guardian)

Patient Name (if minor)/Relationship to patient

Print Name

Date