

# Cancellation/Late Policy Form

## **Payment Policy**

All Co-payments and any past due balances are due at the time of visit. If you receive a bill and would like to make payment. Our website has a online payment option. Simply go to website at [www.paragonphp.com](http://www.paragonphp.com) and in the upper right click online payment and follow steps.

## **Cancellation Policy**

As our practice continues to grow, we have updated our cancellation policy to better serve our patients. Your appointment time is reserved especially for you. Please call 972-203-3600 at least 48 hours before your scheduled appointment if you will be unable to keep your appointment. This allows our practice to offer that appointment to another patient who needs medical care. Conversely, the situation may arise when another patient fails to cancel and we are unable to schedule you for a visit, due to seemingly "full" calendar for the day. **If you do not cancel your appointment at least 48 hours in advance, you will be charged a no-show or late cancellation fee. This fee is not covered by insurance.**

**Payment will be required before another appointment is scheduled**

We understand that life gets busy. However, a pattern of missed appointments without proper notice does not show mutual consideration. Patients who fail to provide advanced cancellation for three appointments in the span of one year may be subject to dismissal from the practice.

## **Late Arrival Policy**

We know that delays can happen when you are trying to get to your appointment. However, we must try to keep the other patients and doctors on time. If you arrive 15 minutes past your scheduled time, we may have to reschedule your appointment.

## **Fee Amounts:**

**\$50.00 Fee- New Evaluation, Procedure, Injection, EMG/NCV**

**\$10.00 Fee- Follow Up Appointment.**

I have read and acknowledged your payment, cancellation, and late policies.

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