

Thank you for choosing Focus Neurohealth for your neurological care. We are committed to providing you with exceptional service and the highest quality of care. We would like to remind you that when you schedule an appointment with us, we allocate enough time specifically for you to ensure that your health needs are adequately addressed.

If for any reason you need to reschedule or cancel your appointment, we kindly request that you inform our office as soon as possible, and at least 24 hours prior to your scheduled appointment. This will allow us to offer your appointment slot to other patients who may be waiting for an appointment. In addition, to help you keep track of your appointments, we provide automated reminder calls as a courtesy service.

Please see our Appointment Cancellation / No Show Policy below:

As per our policy, any established patient who fails to show for a scheduled appointment, or cancels or reschedules an appointment without providing at least 24 hours' notice, will be considered a "No Show". Please be aware that a Rescheduling Fee will be assessed to the patient's account in the event of a "No Show". This fee is the responsibility of the patient, not the insurance company. Payment of this fee is due at or before the patient's next office visit. The aim of this policy is to allow us to better serve the needs of all patients. By providing us with at least 24 hours' notice for cancellations or rescheduling, we are able to offer the appointment slot to another patient who may be in need of our care.

Follow Up Visit Cancellation/Rescheduling Fee: \$40

Procedure Cancellation/ Rescheduling Fee: \$100

You may contact Focus Neurohealth at (214)-540-1400 or by logging into our Patient Portal. Should it be after hours or a weekend, you may always leave a message.

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

Patient/Legal Representative Signature

Patient Printed Name

Date

Relationship (if legal guardian)