

Patient Name _____

Date of Birth _____



FORT WAYNE
DERMATOLOGY
CONSULTANTS INC



No Show/Late Cancellation Policy

It is necessary for us to make appointments in order to see our patients as efficiently as possible. No shows and late cancellations cause problems that go beyond a financial impact on our practice. When a no show or late cancellation occurs, it takes an available time slot away from another patient delaying healthcare. With the current shortage of dermatology providers in Northeast Indiana, it is more important than ever to make sure every appointment is utilized to serve our patients. As a courtesy to our patients, Fort Wayne Dermatology Consultants will send appointment reminders several times before your appointment. This reminder also allows you the opportunity to cancel or reschedule the appointment, which in turn enables us to schedule another patient during that time. Please confirm that we have your correct home and cell numbers as well as email address to ensure you receive these reminders. Please carefully read our new No Show/Late Cancellation policy below:

A “no show” is missing a scheduled appointment. A “late cancellation” is canceling an appointment without notifying us within 24 hours of an appointment.

A charge of \$25.00 will be assessed for each no show or late cancellation if less than 24 hours’ notice is given. Payment must be made before subsequent appointments can be scheduled.

In addition to the \$25.00 no show fee, a \$100.00 deposit will also be collected for each New Patient no show or late cancellation when rescheduling. This deposit will be applied toward the visit charges, or refunded if the balance due is less than \$100. If the patient no shows or has a late cancellation for the subsequent visit, they will not be allowed to reschedule further appointments and FWDC will not refund the deposit.

Patients who no show or have a late cancellation for a surgery appointment will be charged a \$100 fee. The patient will not be allowed to reschedule until the fee has been paid.

Two no shows or late cancellations will result in discharge from the practice.

We understand that situations such as medical emergencies occasionally arise. These situations will be considered on a case-by-case basis.

To cancel or reschedule an appointment, please call Fort Wayne Dermatology at 260-436-8000 or text us at 260-261-1108.

Patient Signature

Date