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## **Cancellation / No Show Policy**

We understand that there are times when you must miss an appointment due to emergencies or other obligations for family or work. However when you do not call to cancel an appointment, you may be preventing another patient from getting much needed treatment. We are reserving a provider for your visit time. Keeping your scheduled appointment allows us to be partners with you in your pain management care.

If you are not able to attend your visit please notify us as soon as possible!

If you do not keep your appointment, you must cancel with at least 24 hours notice. If you have 3 no show appointments in a 12 month period, you will be discharged from the clinic. Participation and compliance is part of the plan of care. No-show visits include random urine testing and pill count visits.

## **Scheduled Appointment**

We understand delays can happen. We make every effort to keep our schedules on time. If you arrive more than 15 minutes late we may need to reschedule your appointment. (Arrival time is 30 minutes prior to scheduled appointment time for new patient visit and 15 minutes for return visits and procedures.) Medications will not be refilled if your appointment needs to be rescheduled due to late arrival.

It is our philosophy to put our patient first and to make your experience a positive one. Thank you for allowing us to share our appointment policy with you.

Your signature indicates you understand the above policy statements.

Patient's Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Patient's Signature: \_\_\_\_\_