

Dear Patient,

The following is a new policy for East Belt Family Medicine, PA regarding no shows. All patients must call at least 4 hours prior to appointment time to cancel or reschedule their appointment. If a patient does not call within the 4 hours, they will be charged a \$25.00 no show fee. This must be paid on their next scheduled appointment prior to seeing the doctor.

Thank you for your cooperation.

I understand that I will be charged \$25.00 if I do not call within 4 hours to cancel or reschedule my appointment.

---

Patient Signature

---

Date