



Dr. Megan McCauley - Endocrinology

Cancellation and Missed Appointment Policy

Our goal is to provide quality individualized medical care in a timely manner. “No-shows” and late cancellations inconvenience those individuals who need access to medical care in a timely manner. We would like to remind you of our office policy regarding missed appointments. This policy enables us to better utilize available appointments for our patients in need of medical care.

Cancellation of an Appointment

In order to be respectful of the medical needs of other patients, please be courteous and call the office promptly if you are unable to show up for an appointment. This time will be reallocated to someone who is in need of treatment. If it is necessary to cancel your scheduled appointment, we require that you call at least 48 hours in advance. Appointments are in high demand, and your early cancellation will give another person the possibility to have access to timely medical care.

Appointment Confirmation

Our office will place an automated reminder call to you 48 hours prior to your appointment. We ask that you call us back to confirm your appointment. Any appointments NOT confirmed within 48 hours of the appointment time may be cancelled and given to another person seeking care.

No Show Policy

A “no-show” is someone who misses an appointment without cancelling it in an adequate manner. A failure to be present at the time of a scheduled appointment will be recorded in the medical record as a “no-show”. Three “no-show” or late cancellation (less than 48 hour notice) appointments may result in dismissal from the clinic.

Signature

Date

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