



Clinic No Show Policy Notification

Patient Name: _____

At Glencoe Regional Health, we understand that sometimes you may need to cancel or reschedule your appointment and that emergencies happen. If you are unable to keep your clinic appointment, please call us as soon as possible (at least 3 hours' notice). We look to fill cancelled spaces with other patients in need of care. You can cancel or reschedule your appointment by calling us at 320-864-7816.

To ensure that each patient is given the proper amount of time allotted for their visit and to provide the highest quality care, it is very important for each scheduled patient to attend their visit on time.

Please review the following related to our policy:

1. The following situations are considered a "No Show" appointment:
 - You do not arrive to the appointment
 - You cancel the appointment with less than 3 hours' notice
 - You arrive more than 15 minutes late and are unable to be seen
2. After the first "No Show" appointment, you will receive notification that you have not followed our policy.
3. If you have 2 "No Show" appointments within 6 months, you will receive notification of our policy and may be subject to a \$50.00 penalty fee for any further "No Shows."
4. If you have 3 "No Show" appointments within 6 months, you will receive notification of our policy and may be subject to a \$50.00 penalty fee.
5. If you have 4 or more "No Show" appointments within 6 months, you will receive notification of our policy, may be subject to a \$50.00 penalty fee, and dismissal from the clinic will be considered.

I have read and understand this No Show Policy. I understand my responsibility to plan appointments accordingly and notify Glencoe Regional Health if I am unable to keep my scheduled appointment.

Patient Signature

Date