

Medical Appointment Cancellation/Late/No Show Policy

Thank you for trusting your medical care to Holly K. Wyneski, M.D. practice. When you schedule an appointment with Holly K. Wyneski, M.D. we set enough time to provide you with the highest quality care. Should you need to cancel or reschedule your appointment, please contact our office as soon as possible, and no later than 24 hours prior to your scheduled appointment. This gives us time to schedule our patient who may be waiting for an appointment. Please see our Appointment Cancellation/No Show Policy below:

- Effective DECEMBER 1,2022 any established patient who fails to show or cancels/ reschedules and appointment and has not contacted our office with at least 24- hour notice will be considered a NO SHOW and charged \$ 20.00 fee.
- Any established patient who fails to show or cancels/reschedules an appointment with no 24 - hour notice a second time will be charged a \$30.00
- If a third NO SHOW or cancellation/reschedule with no 24 hour notice should occur the patient may be DISMISSED from Holly K. Wyneski, M.D. practice.
- Any new patient who fails to show for their initial visit will have one more chance to reschedule.
- The fee is charged to the patient, not the insurance company, and is due at the time of patient's next office visit.
- As a courtesy, we make reminder calls for appointments the day before and the hour before the appointment from area code 559 and or 650, (California area code). If you do not receive a reminder call, or message, the above Policy will remain in effect.
- If you are 20 MINUTES LATE to your appointment, you must be rescheduled.

We understand there may be times when an unforeseen emergency occurs, and you may not be able to keep your scheduled appointment. If you should experience extenuating circumstances, please contact our Office Manager, Farley Bernier who may be able to waive the No Show fee. You may contact Holly K. Wyneski, M.D. office 24 hours a day, 7 days a week at (330) 685-9920. Should it be after regular business hours Monday through Friday, or a weekend, you may leave a message with the answering service. Messages left at the office or answering service will be honored.

Patient's name: _____ Date: _____

Patient's Signature: _____

HKW/flb

11/1/22