



## Patient No-Show Appointment Cancellation Policy

To Our Valued Patients: We strive to provide excellent care to our patients. To provide quality care to all patients we enforce a Patient No-Show and Cancellation Policy. All appointments are to be canceled 24 hours before your appointment time. To cancel your appointment, please call 740-399-8008 and leave your name, date of birth and the appointment date and time you need to cancel.

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### Medical/Dental/Behavioral Health:

If your appointment is cancelled less than 24 hours prior to your appointment time, arrive to an appointment more than 10 minutes late, or you, simply do not show up to your scheduled appointment, you will be considered a “no-show” for that appointment.

After three (3) canceled appointments and/or no-show appointments in a six (6) month period, you will only be permitted to use the Health Center on walk-in basis for 6 months.

### Oral Surgery Services:

After **ONE** no-show appointment with the oral surgeon you will be moved to the wait list until there is availability

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### Parents and Guardians:

If you are a parent or guardian of a minor, you are responsible for the minor’s appointments and the same process will be used for a minor’s no-show appointment.

**I have read and understand the Patient No-Show and Cancellation Policy for the Knox County Community Health Center(s).**

**Print Patient Name:** \_\_\_\_\_

**DOB:** \_\_\_\_\_

**Patient Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent/Guardian Signature (if under 18):** \_\_\_\_\_

**Date:** \_\_\_\_\_