

**DIAGNOSTIC CARDIOLOGY OF HOUSTON, P.A.**

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**Attention patients:  
NEW CANCELLATION POLICY**

Assuring that all our new and established patients have access to their doctor when necessary is a constant challenge. When you cancel or reschedule with adequate advance notice, it is more likely that another patient in need will be able to use your time-slot. When you cancel or reschedule at the last minute, or fail to show for your appointment, we are not able to offer that appointment slot to other patients who may have an immediate need for care.

**Effective September 15<sup>th</sup> 2010**, patients must give **at least 24 hour notice** for appointments that need to be cancelled or rescheduled. Patients who fail to show up to scheduled appointments, or to give 24 hour notice of cancellation or need to reschedule will be charged a fee. If your appointment is scheduled on a Monday, you must notify our office on Friday of the cancellation.

Regretfully, we have been forced to institute this policy due to a large volume of last-minute cancellations, scheduling changes, and “no-shows.”

**If you fail to provide 24 hour notice, the following charges will be made to your account:**

**\*A \$25.00 charge for Office visits.**

**\*A \$50.00 charge for imaging studies, such as Ultrasound or CT Scans.**

**\*A \$150.00 charge for Nuclear Cardiology studies.**

We understand that your schedule may change and that emergencies arise. If you are unable to keep your appointment, we ask that you provide us with 24-hour notice. Please extend us this courtesy so that other patients may be seen.

Thank you for your cooperation.

I have read and understand the cancellation policy of the practice and I agree to be bound by its terms. I also understand and agree that such terms may be amended from time to time by the practice.

\_\_\_\_\_  
\_\_\_\_\_  
Printed Name

Date

\_\_\_\_\_  
Signature