



NORTH BUNCOMBE
FAMILY MEDICINE, PA

Appointment Policy

It is our policy that any appointments that you are unable to keep require a 24 hour notice. If we are not notified within 24 hours that you are not able to keep your appointment or you need to reschedule your appointment, we consider this a missed appointment. We do understand that emergencies happen and will address these issues as necessary.

Our practice is dedicated to providing a high quality of healthcare and has set policies and procedures to ensure that we accomplish and maintain that goal. When patients fail to keep their appointment, it results in a violation of our policies and procedures. Therefore, **failure to notify our practice that you can not keep an appointment may result in dismissal from our practice.**

A \$25.00 fee will be assessed to appointments that are missed or not canceled at least 24 hours in advance.

We ask that you respect our appointment policy. Please address any question regarding this policy to our staff.

Thank you.

Patient Name

Patient/Guardian Signature

Date