



## BILLERICA MEDICAL & HEALTH CENTER

221 Boston Road Suite 4, Billerica, MA 01862

Phone (978) 670-1300 Fax (978) 670-2890

### APPOINTMENT CANCELLATIONS

When we set aside time for you, we turn away other patients that wish to see the doctor. This means that both you and the other patient(s) are delayed in receiving care. Likewise the doctor wastes their time when a patient doesn't come in for their appointment. A missed appointment is an inconvenience for everyone!

As a **courtesy** to our patients, reminder calls are made one to two business days prior to the scheduled appointment. However, it is your responsibility to remember and make appropriate arrangements to keep your appointment. If for any reason you cannot keep make your appointment please call the office at least the day before.

Missed appointments are a serious concern. Our policy is that any patient who fails to notify us of a cancellation will be charged a fee of \$50. Further, patients that cancel with less than prior day's notice on more than three occasions will be dismissed from the practice.

I have read, understood and agreed to the policies described above.

Name: \_\_\_\_\_  
(Please print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_