

Texas Elite Health Clinic, LLC

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Missed Appointment Policy

Our practice is here to serve you with the latest technology and sincere compassion. We are committed to offering you the best quality healthcare possible through relief, corrective care, and preventative care. However, if you miss your appointments, you compromise that care, and the care of another individual who could have taken that appointment. Therefore, we want to inform you of our NEW office policy, effective immediately, regarding untimely and missed appointments.

A missed appointment is when you fail to show up for an appointment in a timely manner without a phone call, or cancel without at least 24-hour notice.

A doctor/patient relationship is built on mutual trust and respect. As such, we strive to be on time for your scheduled appointments, and ask that you give us the courtesy of a call when you are unable to keep your appointment. If, for any reason, you feel that you will be more than 10 minutes late for your appointment, please give us the courtesy of a phone call at least 30 minutes before your appointment so that we can re-schedule you and offer your appointment to another patient. If a phone call is not received at least 30 minutes in advance, a missed appointment fee will incur.

Listed below are our missed appointment policies and outlines.

1. 1st Missed Appointment: We'll call and offer to reschedule your appointment.
2. 2nd Missed Appointment: We'll call and offer to reschedule your appointment. You will be charged a missed appointment fee of \$25.
3. 3rd Missed Appointment: You will be charged a missed appointment fee of \$25. This may result in a discharge from the practice.

Let's work together to provide you with the best possible care you deserve. Thank you.

~The Texas Elite Health Clinic Team

Print Name

Patient's Signature

Date