

SIEVERS SPORTS MEDICINE, INC

NO SHOW AND CANCELLED APPOINTMENT POLICY

In an effort to provide effective and efficient treatment to all of our patients, it is the policy of this company that if you are unable to make your scheduled appointment, you must call to cancel the appointment no later than 24 hours before the scheduled time.

If you fail to cancel your appointment or fail to show up for an appointment, you will be charged a “no show” fee of \$20.00 per occurrence (due to Federal Regulations, Medicaid patients are exempt from the “no show” charge), however they will be required to write a letter to Sievers Sports Medicine justifying why we should provide them another appointment. We will not file your insurance for this fee. You will be responsible for the \$20.00 and a notation will be placed in your record. Repeated “no shows” and cancellations of your scheduled appointments may result in your being discharged from care at Sievers Sports Medicine, INC.

If you come to your appointment without the proper items necessary for you to be seen this fee may also apply due to the fact that you will have to be rescheduled if you cannot provide the proper information within 15 mins of your appointment time. Example: you need current Insurance and ID at every visit. You need to bring any X-rays, MRIs, CT, etc to your appointment. If this injury happened at work you will need to bring your employers Workers compensation insurance company name and address along with your adjuster and your claim number. It is not this offices responsibility to get this information for you.

For your convenience, we have a voicemail system that will allow you to leave a message after-hours if you are unable to call during normal business hours. Our phone number is 575-226-2023

If you have any questions, please talk to our staff before signing.

Patient's Name

Date

Patient/Guardian Signature