

**G.I. ASSOCIATES  
OF WEST  
ALABAMA, P.C.**

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**Reschedule Request and No-Show Policy**

Our goal has always been to provide timely care to all our patients for their healthcare needs. Lately, we have seen higher instances of no-shows and last-minute reschedules in our office. This results in major disruption to our schedule and has prevented us from providing timely care to other patients in the practice, who need to be seen sooner.

**Missed Appointments**

We understand that emergencies do occur, and personal schedules may change. However, we request all patients in our practice, or their family members, to make an effort to call our office 2 working days prior to the scheduled appointment in order to make the rescheduling process smoother and less cumbersome.

Please note that missed appointments and/or late reschedules incur an expense for the practice, therefore a \$100 fee will be charged for any no-show/late reschedule appointments. Additionally, greater than 2 concurrent no shows may result in discharge from our practice.

We appreciate your cooperation in advance.

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