

Allergic & Asthmatic

COMPREHENSIVE CARE OF NEW JERSEY

Your home for focused one-on-one solutions

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Appointment Cancellation Policy

It is our desire to provide the best care possible to all of our patients at all times. Furthermore, we strive to be on time for all scheduled appointments and avoid the long waiting times commonly occurring in the other medical offices. To accomplish these objectives, we do not overbook appointments except in cases of emergency. Unfortunately, this does mean that regularly scheduled appointments are a scarce commodity that must be accorded their proper value. When an appointment is cancelled without adequate time to fill the time slot or when an individual fails to present for an appointment without cancelling that appointment, it interferes with the care available to all patients and impairs the proper functioning of the office. To avoid having to undertake changes that would radically change the way we deliver our medical care, the following policy is effective immediately and in all circumstances:

1. It is the responsibility of the patient or their legal guardian to be aware of the correct time and date of any scheduled appointment. A reminder phone call from our office is a courtesy and not a requirement for adherence to this policy.
2. It is the responsibility of the patient or their legal guardian to be aware of their Insurance company requirements and to meet those requirements, including obtaining all required referrals and preauthorization, prior to presenting for an appointment.
3. Appointments must be cancelled by 12 noon of the working day prior to the appointment to avoid incurring a **Cancellation Fee**. Any patient cancelling an appointment after 12 noon of the working day prior to the appointment will be responsible for a **Cancellation Fee of \$50**, payable prior to receiving further treatment.
4. Patients failing to present for a scheduled appointment without cancelling will be assessed a **No-Show Fee of \$75**, payable prior to receiving further treatment.
5. Patients who fail to present for any appointment or who cancel 2 or more appointments without adequate notice will need to leave a credit card as security prior to receiving further treatment or scheduling further appointments. The credit card will be charged the corresponding fee if the scheduled appointment is not kept or cancelled appropriately.
6. Patients who fail to present for an appointment or who cancel an appointment without adequate notice on a total of 3 or more occasions may be discharged from the practice and asked to seek alternative medical care with another physician without further warning.
7. Patients who present for an appointment without a required referral, may choose to be seen without a referral and pay for services at the time of the visit or will be assessed a **No-Show Fee of \$75**.

Eric S. Applebaum, M.D. FACAAL

I understand these policies and have been given the opportunity to discuss them with the office staff or seek care with an alternative physician. I accept the conditions spelled out in these policies and will abide by the financial and logistical requirements they impose.

Printed Name

Signature

Staff Witness/Signature

Date