



Community Health Center of Fort Dodge, Inc.

Missed Appointment Agreement

Printed Patient Name

Birthday

We value you as our patient and need your cooperation with keeping appointments so that we can provide your care. Missing or late canceling an appointment means we are unable to fill this appointment time with another patient who desperately needs care.

Our policy requires **(initial each box after reading)**:

Appointment Confirmation: You must text/call to confirm your appointment the business day before. Our practice closes at 5:00pm. It is your responsibility to call. If you do not call to confirm we will give your appointment away to another patient. This will be considered a missed appointment.

Timely Cancellations: If you need to cancel or reschedule your appointment, you must give us at least 24 hours' notice. Cancellations made with less than 24 hours' notice will be considered a missed appointment.

On Time Arrivals: If you are more than 15 minutes late to your appointment, we may give your appointment away to another patient. This will be considered a missed appointment.

Compliance: Patients are only allowed THREE missed appointments in a 12 month period. After the third missed appointment, you will not be scheduled appointments, but are welcome to use our clinic as a "same-day" patient.

Many patients use Community Health Center of Fort Dodge Inc. services. Your help in keeping your appointments enables us to provide better and timelier care for all our patients.

Patient or Parent/Guardian Signature

Date

Description of Legal Authority to Act on Behalf of Patient