

# MOUNT PLEASANT MEDICAL ASSOCIATES

## ***Missed Appointment Policy***

In order to provide quality care to our patients and maintain availability for all, our office has adopted a policy concerning missed appointments.

- A “missed appointment” is an appointment that the patient did not call our office to cancel or reschedule 24 hours in advance.
- When an appointment is missed our office will contact the patient to reschedule

### **However...**

- If more than three appointments are missed in any six month period of time the patient risks or potentially forfeits the ability to be seen in this office as a patient

*It is our hope that this will not be an issue and are only informing you of the possibility. Again, we are striving to maintain availability for you and other patients and appreciate your cooperation in this matter.*

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I have read the “Missed Appointment Policy” in its entirety and fully understand that the above information relates to me and to my family members.

Patient’s Name (Printed) \_\_\_\_\_ DOB \_\_\_\_\_

...../.....  
Patient/Guardian Signature Date

.....  
Witness