



## No Call/Same Day Cancellation Appointment Policies

- Please cancel your appointment with at least 24 hours' notice. There is a waiting list to see the providers at SoCO Primary Care Clinic and whenever possible we try to fill the cancelled appointment time slots with a patient waiting off this list.
- If less than 24 hours' notice is given to cancel an appointment, also known as a same day cancellation, this will be documented as a No Show.
- If you do not come to the office for your scheduled time, this will be documented as a No Show.
- If you are rescheduling a No Show appointment, be aware that due to our provider's busy schedules the next available appointment might be a week or more out from the missed appointment date.
- If you have three (3) No Show/Same Day Cancellation appointments within a six (6) month time frame, dismissal from the practice will be considered.
- You will be notified via letter if the dismissal was approved by your provider.

**I have read and understand SoCO Primary Care Clinics No Show/Same Day Cancellation Policy. I understand it is my responsibility to plan appointments accordingly and notify SoCO Primary Care Clinic if I have difficulty keeping my appointments.**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_