

Michelle K. Calvosa, MD, P.C.

Board Certified Psychiatrist

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MISSED APPOINTMENT AGREEMENT

Thank you for choosing Michelle K. Calvosa, MD, P.C. for your care. Trying to accommodate every patient's individual needs and work schedules can be difficult, but we always try to do our best. We work hard to stay on schedule so that our valuable patients will not spend time in our reception area waiting for an appointment.

A scheduled appointment is a commitment of time between you and our practice. We have reserved a time just for you. When appointments are missed or cancelled, that is time that is permanently lost.

We ask that when you schedule an appointment that you make every effort to keep that commitment. We understand that personal emergencies sometimes occur, and we always take that into consideration when receiving a last-minute cancellation.

In order to provide the highest quality services to our patients, we have developed a Missed Appointment Policy. Please review the following agreement and sign at the signature line, indicating that you understand the policy.

As a patient or guardian for a patient receiving services from Michelle K. Calvosa, MD, P.C., I understand and agree with the following:

1. I am responsible for canceling appointments within 24 hours (one business day) prior to the appointment.
2. Should I fail to attend my appointment or cancel my appointment with the 24-hour period prior to my appointment, this will be considered a "Missed Appointment". Michelle K. Calvosa, MD, P.C. will notify me of the missed appointment via telephone call, email, or letter.
3. I will be charged \$50.00 for the initial missed appointment period and \$100 for each following missed appointment. If twelve months elapse between missed appointments, the next missed appointment will be considered an initial missed appointment.

4. Appointments missed due to illness, adverse weather conditions, or other conditions that reasonably prohibited me from canceling the appointment will not be considered missed appointments. I must notify the office of such an occurrence.
5. Michelle K. Calvosa, MD, P.C. may terminate my services due to noncompliance if I have too many missed appointments, that is three missed appointments within a twelve (12) month period or several missed appointments over a multiple year period. Michelle K Calvosa, MD, P.C. will notify me should noncompliance due to multiple missed appointments results in termination.

PATIENT NAME _____

PATIENT/GUARDIAN SIGNATURE _____

DATE _____