
Notification of No Show, Late Arrival and Late Cancellation Policy

Quality care for our patients is our priority. Please take a few minutes to review our no-show policy and sign at the bottom of the form. If you have any questions please let us know.

This notice addresses the following:

1. When patients do not show for their appointments (“no show”)
2. When patients arrive past their appointment time (“late arrival”)
3. When patients cancel their appointments with less than 24 hrs notice (“late cancellation”)

When these occur, there is a significant negative impact on our practice and on our ability to provide quality timely care to our patients. These occurrences can negatively impact that patient’s healthcare, take away time that could be spent with other patients, and increase wait times for the practice.

How to avoid No Shows, Late Arrivals and Late Cancellations:

1. Confirm your appointment – use our Text Messaging service for automatic updates (ask your registrar for information)
2. Arrive at your confirmed arrival time (this is often a few minutes prior to your appointment time to give our staff time to update your records and complete your arrival)
3. Give 24 hrs notice for any appointment cancellations.

Consequences to No Shows, Late Arrivals and Late Cancellations

1. You will receive a phone call, or a letter, letting you know we missed you at your appointment time.
2. You will be offered a re-scheduled appointment, but your wait time may be longer.
3. If you miss three or more of your appointments, you may be dismissed from our practice.

I have read and understand the Olympic Medical Physicians No Show, Late Arrival and Late Cancellation notice.

Signature of Patient or Patient’s Authorized Representative

Date

Patient Name (Printed):_____

Date of Birth:_____

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