

## **Cancellation/No-Show Policy**

Flatland Psychiatry, PLLC  
Lubbock, Texas  
Phone: 806-370-3705 | Fax: 800-380-6717

We understand that sometimes a patient is unable to make a scheduled appointment due to unforeseen circumstances. However, we require patients to reschedule or cancel appointments 24 hours prior to a scheduled visit.

If you fail to reschedule/cancel an appointment without giving the 24 hour notice, a \$50.00 charge will be applied to the card on file for each missed appointment.

If you do not provide any notice that you will not be able to make the appointment, this results in a no-show. A \$100.00 charge will be applied to the card on file for each missed appointment.

If you no-show your intake appointment two times, you will not be allowed to schedule a third intake appointment.

If you have not attended an appointment within 6 months, you will be required to book another intake appointment.

Missing an appointment prevents us from giving you the care needed. However, it is also detrimental because it prevents us from scheduling another who needs care as well.

All balances must be paid before an appointment is rescheduled.

**I have read the above policy regarding no shows and cancellations, and agree to the written terms.**

**Patient Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_