

Hanover Family Physicians

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Atlee Family Physicians

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Appointment No Show Policy

Effective April 1, 2007, patients who fail to present for a scheduled appointment, without contacting the Practice at least the day prior to their appointment, will be considered a “no show” and will be charged a fee of \$35.00. This fee will be charged directly to the patient, not the insurer.

Should you need to cancel your appointment, this must be done at least the day prior to the appointment. This allows other patients, who may be waiting to see the doctor, to use the available appointment time. In addition, patients who have 2 no show visits will receive a warning letter that any additional no show appointments will result in their dismissal from the practice.

Patients who wish to request an exception (for extenuating circumstances) will be directed to speak to the practice administrator, who will make the final decision on a waiver of the no show fee. We do realize that on occasion, circumstances change at the last minute and will allow for extenuating circumstances.

Patients who are assessed a no show fee must pay the fee at the time of their next visit.