

# SPECIALTY SURGICAL ASSOCIATES

10 Industrial Way East, Suite 104 • Eatontown, NJ 07724  
Tel.: **732.389.1331** • Fax: **732.542.8587**

## APPOINTMENT CANCELLATION/NO SHOW POLICY Effective May 2014

Dear Patient:

We will now be charging a fee for missed appointments. It is not our intent to inconvenience any of our patients, but in order to run our office as efficiently as possible we need to utilize cancelled appointments for other patients. Please read our cancellation policy carefully.

### **CANCELLATION/NO SHOW POLICY**

If you are unable to keep your **Office Appointment**, a **24 hour notice** is required.

There will be a \$75 charge for missed office appointments.

To cancel your OFFICE APPOINTMENT: Please call 732-389-1331 and follow the prompt.

If you are unable to keep your appointment for a **Surgical Procedure**, **two business days notice** is required. Cancellation secondary to medical necessity is not included.

There will be a \$350 charge for a missed surgery.

To cancel your SURGERY: Please call 732-389-1331 and enter extension 3 for the Surgical Scheduler. If you are forwarded to their voicemail, please hit "0" and tell our receptionist that you need to cancel your procedure with a Scheduler.

**THANK YOU FOR YOUR CONSIDERATION.**

Patient Name: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Patient Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

PLEASE MAIL OR FAX TO 732-542-8587 PRIOR TO YOUR PROCEDURE. *Thank you.*