

***Amarillo Medical Specialists, LLP***  
***Endocrinology Division***  
**1215 S. Coulter Street Suite 400**  
**Amarillo, Texas 79106**

**Office No Show Policy and Fee Agreement**

**We strongly believe that placing a priority on having regular medical visits will help prevent the emergence of acute medical problems.** It gives us a chance to be sure that your treatment continues to be on track, and to discuss any recent developments in your case. We follow generally accepted guidelines for visit intervals.

**We do not overbook our appointment slots.** When an appointment slot opens, we will offer that appointment time to another patient who is waiting to get into our office.

When an appointment is not kept without enough notice, that prevents us from offering the available appointment to another patient who is waiting.

**You will be charged \$100 for a new patient appointment,**

**\$25 for a return appointment,**

**that is canceled or changed without 2 business days' notice.**

We do not charge this no-show fee to generate revenue. We charge to provide an incentive to you to provide us with proper notice of a planned cancellation. That allows us to make that time slot available to someone else who needs it. It also allows us to find a better time for your appointment when you call us.

**If there is a bona fide emergency that requires cancelation on a short notice, we waive the fee.** If your employer calls you into work unexpectedly, you should ask your employer to cover your no-show fee.

Since we place a high priority on having regular visits for your medical problems, patients with multiple no-shows are discharged from care.

We will do our best to reschedule you to accommodate your schedule. We are simply asking for a two-business day notice.

Thank you for your understanding. We are trying to do our best for everyone and provide timely care to those on our wait list who need it.

We require that you sign the No Show Credit Card Authorization before we schedule an appointment. If you do not have a credit or debit card, contact our office by phone so that you can put a refundable deposit on file.