

William C. Biggs, MD, FACE
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, or \$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 cancellation on a short notice, we waive the fee. If your employer calls you into work unexpectedly, you should look to 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 by everyone and provide timely care to those who need it.

William C. Biggs M.D.

I have read, and agree with the above No-Show Policy:

Name: _____ **Signature:** _____ **Date:** _____