



Appointment “No Show” Policy

As of January 1, 2020, North Texas Eye Center has instituted a **\$35.00 no show fee** for patients failing to come for a scheduled appointment without prior notification. This fee will apply to every individual for each appointment time that is missed.

At North Texas Eye Center, we greatly value our patients and want to provide the best and most efficient service possible. By instituting this policy, we want to reduce the waiting time for scheduling appointments.

Our policy is to provide multiple reminders to our patients about the appointments that have been scheduled, so that when conflicts arise, we can be noticed in advance and offer those appointments to other patients. At the time an appointment is scheduled the patient has a choice of text or email reminder. We then contact patients again as the appointment approaches. Please confirm with us today that we have your preferred contact information.

North Texas Eye Center understands that circumstances arise that make it difficult to give us advance notice of an appointment that will be missed. At their discretion our staff may excuse a first missed appointment of the year. Otherwise, for each missed appointment without prior notice, the new **\$35.00 “no show” fee** will be billed to your account. This fee will be billed to any individual who misses any appointment.

Patients who have not paid their “no show” fee will not be allowed to schedule further appointments with North Texas Eye Center. Patients who repeatedly fail to show up for appointments without advance notice may be dismissed from the practice.

By Signing below, I, the patient acknowledges that I have read the contents of this document and have been offered a copy of this record.

Patient/Guardian Name: _____

Date: _____

Patient/Guardian Signature: _____ Date of Birth: ____/____/____

OFFICE ONLY Patient Account Number: _____