

DEAR PATIENT,

In order to better serve all of our patients, **North Texas Infectious Diseases Consultants**, finds it necessary to re-state and enforce the following policy:

- ◆ If you are more than **15 minutes** late for a scheduled appointment, it may be necessary for you to re-schedule your appointment. If you know you are running late, call our office and we will tell you if we can work you in without inconveniencing the patients who are on time for their appointments.
- ◆ The practice strives to treat patients as soon as scheduling will allow. No-shows create a treatment time that is left unfilled and thus creating an access problem for other patients. Failure to show up for your appointment, without giving our office **at least 24** hour notice, will **cause you to incur a \$30 no-show fee**. Other fees may also be incurred if any specially mixed medications designated for your treatment have been purchased and mixed on your behalf.
- ◆ Your help and support will enable us to provide improved service and access to all of our patients.

Patient Acknowledgement

DOB

Date