

Carol Swartz, M.D. Ronna Alcartado, APRN Shelley Wilcox, APRN, FNP-C

(P) 775-782-3933 (F) 775-782-1127

**Patient Cancellation and No Show Agreement**

Effective April 1st, 2023

In order to provide you with high quality health care it is important for you to keep your scheduled appointment with the medical provider. Time has been reserved for you or your family member. A missed appointment or late cancelation of an appointment results in lost time which could have been given to another person waiting to receive care. By cancelling your appointment as soon as possible, we can help other patients who are waiting to be seen.

Our office will try to notify you one day ahead of your appointment; however, it is your responsibility to keep record of your appointment and arrive on time. If you need to cancel or reschedule your appointment, please call 24 hours in advance between the hours of 8:00 am and 5:00 pm. Patients who cancel their appointment with less than **24 hours’ notice will be considered a no show.** A $25.00 no show fee (per appointment) will be assessed to your account and will need to be paid before the next visit. Multiple No show appointments with in a six-month period can end your ability to make appointments and/ or receive medical care at Mountainview Medical Associates.

**After Three (3) No Shows: You will receive a letter informing you that your scheduling privileges have been suspended for 6 months.**

We realize that an emergency may occur, and you may not be able to notify us. We will discuss that situation with you when it happens.

Thank you for working with us to ensure that services are provided to all of our patients in the best possible way.

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**Acknowledgement of Cancellation & No Show Agreement**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**If PATIENT is a minor Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**