



APPOINTMENT CANCELLATION, NO SHOW POLICY AND/OR PATIENTS WHO ARE RUNNING LATE FOR THEIR APPOINTMENT

We at Ultima Medical & Aesthetics strive to accommodate our patients' schedules. In doing so, we expect our patients to arrive on time for their scheduled appointments. We do understand that circumstances sometimes prevent you from keeping your appointment. We therefore ask for 24-hour notice to allow us time to offer the appointment to another patient needing our services. If you do not give us 24-hour notice or do not come for your appointment without calling, there **may** be a cancellation or no-show fee of \$25.00 (\$75.00 for a procedure).

If you are running late for your appointment, we ask that you call us and inform us of the approximate time you plan on arriving. Depending on the schedule, you may be informed that there will be a short wait until you can see the doctor, or we might need to reschedule your appointment for another day.

We greatly appreciate your understanding of and cooperation with our office policies and assisting us with accommodating our patients' scheduling needs.

By signing below, you acknowledge and understand the above.

Patient Signature: _____ Date: _____

Patient Name: _____