

# Alexander Shifrin Medical, P.C.

the address every woman should know

## Obstetrics & Gynecology

### NO-SHOW AND PAYMENT COLLECTION OFFICE POLICY

Dear Valued Patient:

Please be advised that we require no less than 24-hour notice whenever an appointment is cancelled. Patients are billed for NO-SHOW appointments. The current NO-SHOW fee is \$50.00.

Insurance companies are not responsible for NO-SHOW bills. In the event that you realize you won't be able to keep an appointment during the weekend, you should leave a message cancelling your appointment with our service. Be sure to note the name of the service operator. Again, 24-hour notice is required for cancellations. If you cancel an appointment with our office staff, you should note her name as well.

All payments, co-payments, co-insurance and deductibles are due at the time of service.

We thank you in advance for your cooperation.

This form must be signed before you see your physician.

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date