

**GYFT CLINIC, LLC**

R.Z. Mc Lees, M.D. & Joseph A. Robinette, M.D.

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**NO SHOW OR CANCELLED APPOINTMENT POLICY**

Effective May 1, 2004, GYFT Clinic will implement a new policy for “no-show” and appointments that are cancelled with less than 24 hours notice. This policy has become necessary due to the large number of same-day cancellations or no-show appointments.

Having a full and productive schedule helps us to maintain our standard of top quality medical care and to keep our fees reasonable for our patients.

The charge for a “no-show” or appointment cancelled with less than 24 hours notice is \$45.00 and this fee must be paid prior to your next scheduled appointment.

We appreciate your understanding of this matter.  
If you have any questions, please do not hesitate to contact our office.

I have read and understand the above office policy:

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_