

TO: Pittsburgh Gastroenterology Associates Patients

RE: No Show Appointment Policy

Policy Implementation Date: October 1, 2010

All patients are required to call the office the day before their appointment if they are unable to keep their appointment or find it necessary to change an appointment. We confirm all office appointments and procedure appointments at our South Hills Endoscopy Center location via telephone the day before an appointment. (Please make certain we have a contact phone number for you.)

You can contact our office during office hours or leave a message with the answering service after office hours if you need to cancel or change an appointment.

The charge for a "No Show Visit" will be \$25.00. This charge will be applied to all appointments for which a patient does not show or has not given appropriate notice of inability to show. This is an out of pocket expense, due from the patient/guardian. This expense is not covered by insurance.

This charge is waived if the patient has been admitted to the hospital or has gone to the emergency department.

\_\_\_\_\_  
Patient/Guarantor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Patient/Guarantor Name