

# ***Cisca Pulmonary and Critical Care***

## **Alexis A. Vazquez, D.O.**

---

7751 Baymeadows Road East, Suite 205  
Jacksonville, FL 32256  
Phone 904-493-7174  
Fax 904-694-0696

1361 13<sup>th</sup> Ave South, Suite 245  
Jacksonville Beach, FL 32250  
Phone 904-493-7174  
Fax 904-694-0696

## **Cancellation and Missed Appointment Policy**

Our goal is to provide quality medical care in a timely manner. In order to do so, we ask that you read and sign our Cancellation and Missed Appointment Policy. This policy is intended to better utilize available appointments for those in need of immediate medical attention.

### **Cancellations:**

Please be courteous and notify our office at least 24 hours in advance. Appointments are in high demand and an early cancellation allows other patients the ability to schedule an appointment. If leaving a message on our answering service, please state your name, phone number, and appointment information. Please note that late cancellations are subject to a missed appointment fee.

### **Missed Appointments:**

Patients who miss their appointment without calling 24 hours in advance greatly inconvenience others who are waiting for an appointment. Failure to arrive at an appointment is recorded in a patient's chart as a "no-show" and a \$30.00 fee will be billed to the patient's account. This charge will **not** be covered by insurance and will be the patient's responsibility.

**I have read and understand the Cancellation and Missed Appointment Policy. I understand that I will be billed \$30.00 if I do not arrive at my appointment or if I fail to call at least 24 hours in advance.**

---

**PRINT PATIENT'S NAME**

---

**Patient's Signature**

---

**Date**

---

**Signature of Legal Guardian**

---

**Date**