

CLEARWATER FAMILY MEDICINE

**A division of Arcturus Healthcare PLC
64321 Van Dyke, Washington Twp., Michigan 48095**

APPOINTMENT POLICY

To allow patients access to timely medical care, we require that you call us at least 24 hours prior to your scheduled appointment if it needs to be canceled or rescheduled. Failure to do so will result in the appointment to be noted as a "no-show" appointment. In the instance that you accumulate a total of three (3) "no-show" appointments, you may be considered eligible for discharge from the practice.

Effective 5/01/2018, there will be a fee of \$25 for any routine appointment and a \$50 fee for any complete physical exams or medicare wellness exams that are missed without calling to cancel or reschedule within 24 hours prior to the scheduled appointment time.

Please note, our doctors do their best to stay on schedule. In order to help with this task, if you are more than ten (10) minutes late for your appointment, you may be asked to reschedule.

Signed,
Clearwater Family Medicine
a division of Arcturus Healthcare PLC.

I _____, acknowledge this policy within
Clearwater Family Medicine, a division of Arcturus Healthcare PLC.

Patient Name (printed)

Patient Signature (or parent if patient is a minor)

Date