



Comprehensive Integrated Care  
Tel: 480-374-7354 Fax: 480-371-1121

## APPOINTMENT POLICY

We are committed to providing exceptional care. Unfortunately, when one patient cancels without giving enough notice, they prevent another patient from being seen.

**Please call us at (480) 374-7354 by 2:00 p.m. on the day prior to your scheduled appointment to notify us of any changes or cancellations. To cancel a Monday appointment, please call our office by 2:00 p.m. on Friday.**

If prior notification is not given, you will be charged \$50 for the missed appointment. Payment of the fee must be made with a valid credit card or verified check before further appointments are allowed. This policy allows us to make better use of our available appointments for those patients in need of medical care.

Our goal at CiC is to provide you with convenient, accessible, high quality medical care. For us to assure convenience and accessibility to all our patients, it is important that you arrive on time for all scheduled appointments.

CMS (Center for Medicare Services) has now clarified that they will allow physicians and other providers to charge Medicare beneficiaries for missing appointments, provided they do not discriminate against Medicare patients and also charge non-Medicare patients for missed appointments.

Our follow-up protocols are based on years of experience and provide you with the highest standard of care. Keeping appointments is an important part of the legal contract that forms between you and CiC when you become a patient. It also

We will make every effort to remind you of your appointment. Please update your home, work and cellular telephone numbers, and your email address each time you visit.

You can reschedule or cancel during business hours by calling **480-374-7354**.

Please sign below to consent to these terms.

Patient Name: \_\_\_\_\_

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

Date: \_\_\_\_\_