



## CANCELLATION AND MISSED APPOINTMENT NOTICE

Thank you for choosing HovaCare Clinic as your healthcare provider. We are committed to providing you with the highest quality healthcare service. We also ask that you take note of our cancellation and missed appointment notice.

### Appointments:

- Make sure you get to your appointment at least 15 minutes early to register.
- Have your current insurance card and I.D. for verification.
- For **new patients**, download and complete all required forms from our website **prior** to your arrival and **bring** to the office at your appointment to **save time**.

### Cancellations/Reschedule:

- We ask that you kindly notify us by calling **at least 1 business day** from your scheduled appointment if you want to cancel or reschedule your appointments. This will allow us to open up the schedule for someone who is urgently sick and needs a same day appointment.
- If you are unable to make your scheduled appointment, it is **YOUR** responsibility to call our office and cancel or reschedule.

### Missed appointments:

- If you miss your appointment and do not notify us at least 1 business day from your scheduled appointment time, you will be billed \$25 for established patients, \$75 for new patients, \$75 for returning patients that have not been seen in our office for over 2 years, and up to \$300 if you miss a scheduled procedure.