

Medical Appointment Cancellation/No Show Policy

Thank you for choosing Dr. Mune Gowda M.D. & Associates for your medical care. When you schedule an appointment with our office, we set aside enough time to provide you with the highest quality care. Should you need to cancel or reschedule an appointment please contact the office as soon as possible, and no later than 24 hours prior to your scheduled appointment. This gives us time to schedule other patients who may be waiting for an appointment. Please see our Appointment Cancellation/No show Policy:

- Any patient who fails to show or cancels/reschedules an appointment and has not contacted our office with **at least 24 hours notice** will be considered a No Show and charged a **\$25.00 fee**.
- Any patient who fails to show or cancels/reschedules an appointment with no 24-hour notice a **second time** will be charged a **\$50.00 fee**.
- The fee is charged to the patient and is **due at the time of the patient's next office visit**.
- We accept payment via cash, check, debit card, credit card(3% surcharge added), HSA card, Care Credit, and Cherry.

We understand there may be times when unforeseen emergency occurs and you may not be able to keep your scheduled appointment. If you should experience extenuating circumstances please contact our office, we may be able to waive the No Show fee. You can contact our office at the numbers below.

Novi location **248-305-8400**

Troy location **248-530-0000**

I have read and understand the Medical Appointment Cancellation/No Show Policy and agree to its terms.

Signature (parent/legal guardian)

Relationship to patient

Printed Name

Date