

MISSED APPOINTMENT POLICY

(revised 5-15-2007)

Descanso Medical Center for Development and Learning requires a **48-hour notice to cancel** an appointment. While we understand that there are times when emergencies arise and appointments need to be rescheduled, it is difficult for us to operate effectively when appointments are missed. Patients often wait several months to see one of our doctors, and a missed appointment is a time that another patient could have been seen.

Failure to cancel an appointment within 48 hours will result in the following minimum charges*:

1 st missed appointment*	\$25.00
2 nd missed appointment*	\$50.00
Subsequent misses	Full charge

If you are unable to keep a scheduled appointment, please give us the courtesy of a cancellation call so that we can offer the appointment to another patient.

Thank you.

*Based on a 15 minute appointment. Charges for other missed appointments will be pro-rated according to the length of appointment as follows:

1 st missed appointment	25%
2 nd missed appointment	50%
Subsequent misses	100%