

Appointment and Cancellation Policy

Patricia Korber, M.D.

Our goal is to provide quality medical care in a timely manner. In order to do so we have had to implement an appointment /cancellation policy. The policy enables us to better utilize available appointments for our patients in need of medical care.

Cancellation of an Appointment

In order to be respectful of the medical needs to other patients in our practice please be courteous and call our office promptly if you are unable to attend an appointment. This time will be reallocated to someone who is in urgent need of treatment. This is how we can best serve the needs of all our patients.

If it is necessary to cancel your scheduled appointment we require that you call by **10:00am** one (1) working day in advance. Appointments are in high demand, and your early cancellation will give another person the possibility to have access to timely medical care.

How to Cancel Your Appointment

To cancel appointments please call **949-423-7384**. If you do not reach the receptionist you may leave a detailed message on the voicemail.

Late Cancellations

Late cancellations will be considered as a "no show"

No Show Policy

A "no show" is someone who misses an appointment without canceling it by 10 a.m. one (1) working day in advance. No-shows inconvenience those individuals who need access to medical care in a timely manner.

A failure to be present at the time of a scheduled appointment will be recorded in the patients' chart as a "no show". For any "no show" the patient will be sent a letter alerting them to the fact that they have failed to show up for routine or follow-up appointments and did not cancel the appointment and a fee of \$50.00 dollars will be billed to their account and sent to the patient's home. For consults, in office procedures and new patients there will be a fee of \$100.00 dollars. A copy of the letter will be placed in the patient file.

Patient Name (Printed) _____

Patient Signature _____ Date _____