**Shelley H. Ray, M.D.**

**No Show / Cancellation Policy**

Due to the increased number of patients that do not show up for their scheduled appointments, or cancel / reschedule less than 24 hours in advance, other patients are waiting longer for scheduled appointments.

We want to be sure all our patients can be evaluated and treated as soon as possible, so we ask that you please call our office as soon as possible if you must cancel or reschedule an appointment. The phone number is 256-235-3660 – press 1 for appointment. If no one answers or it is after hours, you may leave a message.

There will be a $50.00 charge for all patients who miss an appointment without giving a 24 hour (one business day) notice.

The $50.00 non-cancellation fee must be paid by each individual prior to or on the next appointment date. No exceptions will be made.

At our discretion, multiple instances of not showing up for your appointment or not giving at least 24 hours’ notice of cancellation will result in termination from our practice.

If you have any questions regarding this policy; please contact Connie Turner, our Office Administrator, at 256-235-3660(Ext. 101).

I have read the no show / cancellation policy above and understand that if I do not follow this policy, I will be charged $50.00 to be paid before my next appointment.

**Please Note: We make courtesy calls to our patients several days before your scheduled appointment, however they are just that a “courtesy” and you are still responsible for the no show/cancellation fee, whether or not you receive a call. \_\_\_\_\_\_\_\_\_\_\_\_\_\_Initial** . In addition, if you need a prescription refilled, it will not be processed until you have been seen by one of our providers

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Patient Name (PRINT)

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Patient /Responsible Patient Signature Date