

PH: (650) 579 – 7277
FX: (650) 579 – 3745

215 N. SAN MATEO, DR.
SAN MATEO, CA 94401

THOMAS G. MUNYON, M.D..

SCHEDULING / CANCELLATION POLICY

WE WILL MAKE EVERY EFFORT TO ACCOMMODATE YOUR SCHEDULING NEEDS. IN RETURN, WE ASK THAT YOU HELP US OUT BY KEEPING YOUR SCHEDULED APPOINTMENT AND BY NOTIFYING US IN ADVANCE IF YOU ARE UNABLE TO DO SO. WITH ADVANCE NOTICE, WE ARE OFTEN ABLE TO ACCOMMODATE OTHER PATIENTS THAT ARE WAITING TO GET AN APPOINTMENT. PLEASE READ AND SIGN OUR POLICY STATEMENT BELOW.

- ❑ IF YOU NEED TO CANCEL AN APPOINTMENT, PLEASE DO SO AT LEAST 24 HOURS IN ADVANCE.

- ❑ ALL APPOINTMENTS THAT ARE CANCELLED WITH LESS THAN 24 HOURS ADVANCE NOTICE ARE SUBJECT TO A MISSED APPOINTMENT FEE OF:
 - 15 MINUTES = \$25.00
 - 30 MINUTES = \$50.00 (PER MINUTES SCHEDULED)

WE THANK YOU FOR YOUR ASSISTANCE IN COMPLYING WITH THIS POLICY AND APPRECIATE YOUR COOPERATION.

I, _____ HAVE READ AND UNDERSTAND THE POLICY.

PATIENT'S SIGNATURE

DATE