



## **Loma Vista Endocrinology, Inc.**

Tricia Westhoff-Pankratz, M.D.

Barbara Holdsworth, FNP-C, BC-ADM

Marki Meyer, FNP-C

3555 Loma Vista Rd. Ste. #100, Ventura, CA 93003

Phone: 805-259-1356 Fax: 805-259-1357/805-651-1015

### **No Show Policy**

Due to the high number of patients requiring medical care, waiting times for appointments can be long. Because of this, we have a low tolerance for missed appointments that prevent other patients from receiving care in a timely manner. We ask you to show consideration by calling well in advance if you are unable to keep an appointment. We would like to have the option to offer that appointment to another patient who needs to see the doctor.

**We will charge a missed appointment fee for each appointment that is missed without adequate notice (“NO SHOWED”).**

A no show is an appointment that is:

\*missed without notice\*

\*missed with less than 24hours notice\*

**If you must miss a scheduled appointment, please notify our office by phone at least one day before the appointment or 2 days before a new patient appointment.**

The fees for **NO SHOWS** are as follows:

New appointment **\$100.00**

Follow up appointment **\$50.00**

Thyroid Biopsy **\$125.00**

You will be notified by mail of **NO SHOW fees**. These fees must be paid prior to being seen at your next visit. You are responsible for **NO SHOW fees** you are charged; your insurance company will not be billed.

**\*If you arrive more than 20 minutes after your appointment time, we will attempt to see you depending on the current patient load but, you may be asked to be rescheduled.**

It is required that you sign and date this form and return it to us prior to being seen. This acknowledges that you have read and understand our policy.\*

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

Name of legal guardian if signing for the patient \_\_\_\_\_