

**Carolina Podiatry Center  
William J. Johncock, D.P.M.  
36, 14th Ave. NE  
Hickory, North Carolina 28601**

**Missed Appointment Policy and Procedure**

Due to the increase of patients failing to:

- 1. keep their schedule appointments,
- 2. cancel their appointments with adequate notice,

our office has implemented the following policy.

Should you have an appointment with our practice and do not give 24 hour notice to cancel and/or reschedule, you will be billed an office visit for the missed appointment. This charge is not covered by insurance and will be the responsibility of the patient or parent/guardian if the patient is a minor.

I, \_\_\_\_\_ have read the policy for missed appointments and understand that my insurance does not cover the charge that will be billed to me if I fail to keep my appointment or do not cancel the appointment in a timely manner.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date