

INDIANA
FOOT & ANKLE
SPECIALIST

MATTHEW T DEWITT, DPM

2106 W McGalliard Rd , Muncie, IN 47304 (765)284-3879 F (765)289-4655

No- Show Policy

We schedule our appointments so that each patient receives the right amount of time to be seen by our physician and staff. It is very important that you keep your appointment and arrive on time.

As a courtesy, to help patients remember their scheduled appointments, Indiana Foot and Ankle Specialist send appointment cards and phone call reminders in advance of the appointment time.

If your schedule changes and you cannot keep your appointment, please contact our office so that we may reschedule and accommodate patients who are waiting to schedule appointments. As a courtesy to our practice as well as patients waiting to be scheduled, please give us a call at least 24 hours prior to scheduled appointment time.

If you do not call to cancel or reschedule your appointment at least 24 hours in advance, we may assess a \$50.00 "no-show" service charge to your account. This "no-show" fee will not be reimbursable by your insurance company. You will be billed directly for it. The "no-show" fee must be paid prior to your next appointment.

If you cancel your appointment on the day of your scheduled appointment you will be charged a \$25.00 service charge. You will be billed directly for it. This fee must be paid prior to your next appointment.

After two consecutive no - show appointments, without cause for missing your scheduled appointment, our practice evokes the right to terminate its relationship with you.

I understand the "no-show" policy of Indiana Foot and Ankle Specialist and agree to the \$ 50.00 fee for any no-show of a scheduled appointment. I understand that I must cancel or reschedule any appointment at least 24 hours in advance in order to avoid a potential no-show charge.

Sign: _____

Date: _____