



**LATE ARRIVAL / CANCELLATION / MISSED APPOINTMENT POLICY**

At **Granite State Gastroenterology**, we are committed to providing you with personalized care. To accommodate your needs, we reserve specific appointment times. However, late arrivals, missed appointments, or cancellations without adequate notice create gaps in our providers' schedules—gaps that could have been used to provide care to other patients.

**Late Arrivals:**

If a patient arrives late for a scheduled appointment, they may be asked to reschedule due to our Late Arrival Policy. Late arrivals reduce the time available for a full assessment, which may affect the quality of care provided. Additionally, late arrivals disrupt the schedules of our providers and other patients.

**Last-Minute Cancellations and Missed Appointments:**

As a courtesy, we make every effort to confirm all appointments. We understand that unforeseen circumstances may arise, but it is essential that the office is notified promptly if you need to cancel or reschedule.

- Appointments canceled with less than 24 hours' notice or missed appointments will incur a **\$50.00 fee**.
- **Procedure cancellations:** A **\$100.00 fee** will be charged for a single procedure, and a **\$200.00 fee** will apply for a double procedure (EGD/Colonoscopy) if canceled within **7 business days** of the scheduled procedure.

**Excessive Cancellations or No-Shows:**

Our practice reserves the right to terminate the patient-provider relationship due to excessive cancellations and/or no-shows. This decision will be made at the discretion of the provider or practice management.

We ask for your cooperation and consideration when scheduling your appointments. Please remember, we are partners in your healthcare, and we are committed to providing you with timely and appropriate care.

Thank you for your understanding and cooperation.

\_\_\_\_\_  
Patient Name

\_\_\_\_\_  
DOB

\_\_\_\_\_  
Signature of Patient or Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Relationship of Representative to Patient