Granite State GASTROENTEROLOGY

OFFICE POLICIES

Patient Full Name: _____ **Date of Birth**: _____

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.
• Procedures canceled within 7 business days will be charged a $100.00 fee for a single procedure, and a $200.00 fee will apply for a double procedure (EGD/Colonoscopy) per payer allowance.

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.

Anti-Discrimination:
Granite State Gastroenterology complies with applicable federal and state civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, sex (including sexual orientation, gender identity, and pregnancy), religion, marital status, or creed.

Zero-Tolerance Policy:
Granite State Gastroenterology has a zero-tolerance policy for workplace violence. Any individual who engages in violent or threatening behavior may be subject to:

- Removal from the premises
- Notification of law enforcement
- Discharge from the practice

Thank you for your understanding and cooperation.

_____	_____	_____
Signature of Patient or Representative	**Date**	**Relationship of Representative, if applicable**