



www.valleymedpc.com
10 Coburg Road, Suite 201
Eugene, OR 97401
P: 541-687-8581
F: 541-343-1411

FAMILY & GENERAL PRACTICE

CANCELLATION AND APPOINTMENT POLICY

In order to have appointment times to take care of you and our other patients we must have adequate time to reschedule your appointment if that becomes necessary. Please call the office at least **24 hours ahead of time to cancel** or reschedule appointments. This will give us the opportunity to review your situation and to make sure it's medically safe for you to change your appointment, and it will allow for us to give your appointment slot to another patient who needs care.

As stated in our financial agreement there will be a \$100.00 charge for a missed appointment or canceling with less than 24 hours notice. Multiple missed appointments may result in scheduling limitations (scheduling the day you wish to be seen only) or discharge from the practice. If your initial appointment is missed or NOT canceled with 24 hour notice it may result in the inability to reschedule or establish care at our facility.

As a courtesy, appointment reminders are sent to the patient before the appointment time to confirm, however it is the sole responsibility of the patient to be aware of their appointment date and time.

Your cooperation is greatly appreciated for giving us adequate notice if you must cancel or reschedule your appointments.