

NAPERVILLE CLINICAL ASSOCIATES

1755 Park Street – Suite 300 – Naperville, IL 60540 – (630) 983-8920

FAILED APPOINTMENT/LATE CANCELLATION POLICY

Appointments must be cancelled by 9:00 a.m. on the previous business day or you will be charged for a late cancellation. This means that Monday appointments must be cancelled by Friday at 9:00 a.m., Tuesday appointments must be cancelled by Monday at 9:00 a.m., and so forth. If you arrive more than 15 minutes late, your appointment will need to be rescheduled, and you will be charged the full fee. Any charges applied must be paid prior to your next visit. These charges are not billable to your insurance company.

I have read and understand the above stated Appointment Policy.

Signature of Patient/Guardian

Date