



# Integrative Medical Center of New Mexico, PC

Burton M. Berkson, MD, PhD

Arthur J. Berkson, MD

## CANCELLATION AND NO SHOW POLICY

We understand that situations arise in which you must cancel your appointment. It is therefore requested that if you must cancel your appointment, you provide notice of a minimum of 24 hours. This will enable another person who is waiting for an appointment to be scheduled in that appointment slot. With cancellations made with less than 24-hour notice, we are unable to offer that slot to other people.

Therefore, patients who do not come to their appointment without notifying the office with more than 24 hours notice can be considered as NO SHOW. We understand that special unavoidable circumstances may cause you to cancel within 24 hours. Fees in this instance may be waived but only with management approval. Patients will be advised of any fees to be charged. Should you have questions about cancellation and no show fees, please speak with our office manager, Sonia Esnayder.

**After one No-Show** (per definition above), the patient must pay a \$50 fee prior to scheduling the next visit.

**After two No-Shows** in a 12 month period, the patient will need to pay the minimum office-visit fee upon scheduling (\$140 for non-Medicare and \$111 for Medicare patients). Therefore, upon rescheduling, the patient must pay over the phone with a credit card, mail a check, or, if paying cash, pay in person to reschedule.

No Show fees are the sole responsibility of the patient and must be paid in full before the patient's next appointment.

Please sign that you have read, understand and agree to this cancellation and no show policy.

\_\_\_\_\_ Date of birth \_\_\_\_\_  
Patient Name (Please Print)

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

1155 Commerce Drive, Suite C • Las Cruces, NM 88011

(575) 524-3720