



Appointment Policy

The providers and staff at Community Family Practice (CFP) feel strongly that patients should keep all recommended appointments, in order to obtain and maintain optimal health.

When a patient does not keep a scheduled appointment and does not notify the practice prior to missing the appointment, we are unable to offer that time to another patient. Therefore, CFP reserves the right to charge patients who miss appointments without giving advanced notification.

Procedure:

1. Patients who are 15 minutes late for their appointment will be considered a “no-show” and may be asked to reschedule.
2. Patients that “no-show” appointments may incur a \$20 “no-show” charge to their account.
3. Patients that “no-show” 3+ appointments in one 12-month period may be dismissed from the practice.
4. Patients that “no-show” their initial office visit will not be rescheduled.

*Patients that aren't seen in 3+ years will automatically be marked inactive in our electronic medical record system; with the understanding they must be seeking care elsewhere.