



Patient No Show, Late Arrival, and Cancellation Policy

Alliance Pain Management, PLLC understands there are situations that arise preventing you from coming to your scheduled appointment. You need to make every effort to cancel within 24 hours. By adhering to this policy, this allows another patient who is waiting for an appointment to be scheduled in that appointment window. If you do not cancel your appointment within 24 hours or no show/show up late for your scheduled appointment or procedure:

- If you show up more than **15 minutes** late for your regular scheduled appointment, you may not be seen and will be rescheduled to the next available appointment. If you are a new patient and you do not have your new patient paperwork completed when you arrive, you maybe asked to come back at a later time that same day.
- Medications will not be prescribed until the date of your next available appointment.
- Habitual no shows and late arrivals are grounds for dismissal from the clinic.
- We require **48-hour** notice to cancel or reschedule procedure appointments. Failure to do so will result in a no-show fee of **\$100.00** being applied to your next visit.
- Failure to cancel your appointment or procedure will result in a no-show fee being applied:

New Patient \$50.00 fee

Return Visit \$35.00 fee.

**You must have an appointment. We are unable to accommodate walk-in visits.
APM recommends you confirm your appointment and arrive 10-15 minutes early.**

To cancel or reschedule your appointment, please call the center directly and speak with the front office staff at 865-724-0867.

APM understands that unavoidable and unforeseen circumstances may cause you to not be able to cancel within 24 hours. You should call immediately and advise APM of the reason for emergency.

If you have any questions about this Policy, please speak with your provider.

Patient Signature

Date