

**Mark A. Ellis, MD**

*Board Certified Pain Management Specialist*



**Terrance L. Hughes, MD**

*Board Certified Pain Management Specialist and PM&R*

## **Cancellation Policy**

We strive to meet all of our patient's appointment needs. In order to schedule and see patients in a timely manner, it is important for all patients to keep their scheduled appointments and to arrive promptly.

Please contact the office **immediately** if there is a need to cancel an appointment. This will allow other patients who wish to be seen to schedule their appointments in that time slot.

**In the event that an appointment is cancelled with less than 24 hour notice or if a patient does not show-up for an appointment, your appointment will be rescheduled.**

A late fee will be collected for all patients who are more than 15 minutes late for their scheduled appointment.

This policy is in order for those patients who do keep their appointments and do arrive promptly to their scheduled times. This also ensures that each patient receives the care they need in a timely manner.

**Please note: Most medications may only be refilled at scheduled appointment times and cannot be refilled over the phone.**

*I have read the above information and understand the cancellation policy.*

\_\_\_\_\_  
Patient Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witnessed By