



Neurology Institute of Huntsville Inc.

4700 Whitesburg Dr Suite 100, Huntsville, Alabama 35802
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NEW PATIENT CANCELLATION AND NO SHOW AGREEMENT

Thank you for trusting your medical care to the Neurology Institute of Huntsville. When you schedule an appointment with the Neurology Institute of Huntsville. We set aside enough time to provide you with the highest quality care. Should you need to cancel or reschedule an appointment please contact our office as soon as possible, and no later than 24 hours prior to your scheduled appointment. This gives us time to schedule other patients who may be waiting for an appointment. Please see our Appointment Cancellation/No Show Policy below:

- Effective November 13, 2024 any new patient who fails to show or cancels/reschedules an appointment and has not contacted our office with **at least Working 24 hours notice** will be considered a No Show and charged a **\$100 fee**.
- The fee is charged to the patient, not the insurance company, and is **due at the time of the patient's next office visit**.
- If a new patient reschedules or cancels their appointment 2 times. The office will not provide any more appointment slots.

We understand there may be times when an unforeseen emergency occurs and you may not be able to keep your scheduled appointment. If you should experience extenuating circumstances please contact our office. You may contact Neurology Institute of Huntsville from Monday through Friday 8:00 am to 4:00 pm, 5 days a week at the numbers below.

NEUROLOGY INSTITUTE OF HUNTSVILLE (256)-489-0976

I have read and understand the Medical Appointment Cancellation/No Show Policy and agree to its terms.

Name: _____ Date of Birth: _____

Signature: _____ Date: _____