



Internal Medicine/Family Medicine/Hospital Medicine

Patient Notice: Late Policy

At Unified Health Associates, we strive to provide timely and efficient healthcare services to all our patients. We understand that unforeseen circumstances may arise, causing delays or the need to reschedule appointments. To ensure smooth operations and minimize disruptions, we have implemented a late policy that we would like to bring to your attention.

Cancellation or Late Notification:

We kindly request that you provide us with a minimum of 24 hours' notice if you need to cancel or reschedule your appointment. This allows us to accommodate other patients who may require our services and helps us maintain an organized schedule. Failure to provide sufficient notice may result in a \$25 fee, which will be added to your account.

Late Arrival:

We value your time and strive to maintain a punctual schedule. If you anticipate being late for your appointment, we request that you notify us as soon as possible. If you arrive more than 15 minutes late for your scheduled appointment time, we may need to reschedule your visit to ensure that we can provide you with the necessary care without inconveniencing other patients.

Rescheduling:

In the event that we need to reschedule your appointment due to your late arrival or failure to notify us of your cancellation, our staff will work with you to find a suitable alternative time. We understand that unforeseen circumstances may occur, and we will do our best to accommodate your needs.

Fee Assessment and Payment:

Any applicable fees resulting from late cancellations or excessive delays will be added to your account and should be settled during your next visit or as per our billing procedures. Our administrative staff will be available to assist you with the payment process and provide you with a detailed receipt for your records.

We understand that emergencies and exceptional circumstances can occur, and we will take these situations into consideration on a case-by-case basis. If you have extenuating circumstances that may affect your ability to adhere to our late policy, please contact our office as soon as possible so that we may work together to find a suitable solution.

If you have any questions or concerns regarding our late policy or need to reschedule your appointment, please contact our office at 661-948-4429 or info@uhaclinic.com. Our team will be happy to assist you.

Thank you for your understanding and cooperation in adhering to our late policy. We appreciate the opportunity to serve you and provide you with exceptional healthcare services.

X

Patient Name:

X

Patient Signature:

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