

Eastern Cardiology Scheduling Policy

Patients with scheduled appointments (including office visits and procedures) will be seen in the order of the appointment time, not arrival times. If appointments must be rescheduled, we require this be performed more than 24 hours prior to your appointment.

For NEW PATIENTS, if you do not show up for your first appointment the following may occur:

1. If we receive no advance notice, your appointment will not be rescheduled
2. If you cancel your appointment within 24 hours of your appointment you may be rescheduled one time however, if there is a second cancellation within 24 hours of your appointment, you will not be rescheduled.

For ESTABLISHED PATIENTS, if you do not show up for your appointment the following may occur:

1. If we receive no advance notice on two separate occasions, your appointment will not be rescheduled and you will be dismissed from the practice.
2. If your appointment is cancelled within 24 hours prior to the scheduled time on two separate occasions you may be rescheduled a third time however if there is a third cancellation within 24 hours of your appointment you will not be rescheduled and you will be dismissed from the practice

Patients arriving 15 minutes or more late for their appointment may either wait to be worked back into the schedule or be required to reschedule to a different date.

Patient's Name (Please print)

(Date)

Patient's Signature