



Manx David Quayle, DPM & David Huntsman, DPM

February 3, 2011

Attention Patients:

Re: *No Show Policy, Effective March 1st, 2011.*

Due to the overwhelming demand for podiatric appointments and our continuously growing wait list, we will be implementing a fee for all no show appointments. If a courtesy call is not received by our office within two hours of your appointment time to cancel or reschedule, a \$75.00 No Call, No Show fee will be charged to your account. This will be effective as of March 1st, 2011.

Please be advised that this action is taking place simply as a courtesy to the patients on our waiting list; when an appointment time is saved for a patient and they do not show up as scheduled, that time can always be used for a patient that has been waiting for the next available appointment time with us, and we would like to provide them that courtesy.

If you have any questions, please do not hesitate to speak with the front office staff. Thank you for your consideration regarding this matter.

"I have read, understand and agree to this No Show Policy"

Patient Name

Patient/Guardian Signature

Date