**Westford Internal Medicine, P.C.**

**New Policy Effective 3/1/16: Missed/Cancelled Appointments**

**Missed appointments will be assessed a "no-show" fee**

**depending on the type of visit.**

**Appointments for Physicals cancelled with less than 24**

**hours’ notice are considered a missed appointment and**

**will be charged a no show fee of $50.**

**Appointments other than physicals that are not cancelled**

**are considered missed appointments and will be charged**

**$25.**

**Multiple missed or cancelled appointments may lead to**

**patient dismissal from the practice.**

**Your advanced cancellation notice will allow us to provide**

**care for other patients needing appointments.**

**Thank you for your understanding.**