



60 Lafayette Street  
 Bridgeport, CT 06604  
 (203) 576-4349

**CANCELLATION/NO SHOW POLICY**

UB Clinics strives to provide the highest quality of care to its patients. In doing so, UB Clinics tries to ensure each of its patients receives adequate time, attention and care while being treated. As a courtesy, UB Clinics makes every effort to remind its patients of appointment times.

There may be times when patients are unable to attend or may be late for clinic appointments. Patients should contact UB Clinics Monday – Friday 9:00 a.m. to 4:30 p.m. at (203) 576-4349 to report whether they anticipate being late or whether they are unable to show up for their clinic appointments. Patients arriving more than 10 minutes late after their appointed time will be asked to reschedule.

Cancellations should be made at least 24 hours in advance of the appointment. Appointments are in high demand and your early cancellation will give another person the ability to have access to timely health care. We understand that there may be some circumstances that arise, those situations will be taken into consideration.

A failure to present at the time of a scheduled appointment will be recorded in your medical chart as a “no show”. An administrative fee of \$20.00 will be billed to your account for no show or failure to provide 24 hours’ notice of cancellation. Fees are due at the next clinic appointment.

New patients who fail to show for their initial appointment will not be rescheduled. If, after 3 events, a patient fails to show up for an appointment or fails to give 24-hours’ notice of cancellation, UB Clinics will no longer schedule any further appointments for that patient.

Patient acknowledges receiving and reviewing UB Clinics Cancellation/No Show Policy.

**Patient Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Patient or Responsible Party:** \_\_\_\_\_

**Relationship to Patient:** \_\_\_\_\_