

PHOENIX NEUROLOGICAL AND SLEEP INSTITUTE

PH: 480-776-2982 FAX: 480-917-7309

NO SHOW/LATE CANCELLATION POLICY

_____Phoenix Neurological and Sleep Institute has instituted a “No Show” policy for late cancellations or missed appointments.

Although we attempt to call and remind patients of their appointments as a courtesy, it is the patient’s responsibility to keep track of the date and time of their scheduled appointments.

Our office requires a 24 hour notice to cancel an appointment. Patients who do not show up for a scheduled appointment will be charged a \$25.00 fee, at the discretion of our office.

We appreciate your cooperation and understanding in this matter.

I acknowledge receipt of this notice.

PRESCRIPTION REFILL POLICY

_____If a prescription refill is necessary then you will need to contact our office directly. DO NOT Call the pharmacy. Failure to do so will result in delays. Also note that it can take up to 48 business hours for the request to be processed. No action will be taken on requests submitted on Fridays, Saturday s, or Sundays so please plan appropriately. Further, the doctor may require a follow up appointment before refilling the prescription.

Patient’s Name (Printed)

Patient’s Signature

Date