

# **APPOINTMENT CANCELLATION AND “NO SHOW” POLICY**

**It is requested that patients provide a minimum of 6 hours' notice if they cannot attend or need to reschedule an appointment.**

**This provides the opportunity to offer that appointment to another patient who may need to see a Podiatrist more urgently. An appointment can be cancelled or rescheduled at any time by calling the rooms on 8357 0747.**

**The Podiatrists in conjunction with The Team Leader reserve the right to charge a 'Did Not Attend' fee of \$50.00 if a patient fails to cancel an appointment within the requested time. This fee can be paid either before or at the next appointment.**

**Patients who repeatedly fail to attend appointments without notice (“no shows”) may face booking restrictions and may not be able to make further appointments.**