



### **Office Visit and Procedure Cancellation Policy**

As a patient of Phoenix Cyberknife Radiation Therapy & Arizona Radiation Therapy Specialists, it is important that you understand the nature of your visit, your financial obligations and the PCROC/AZRTS payment and cancellation policy prior to scheduling your appointment. Below you will find PCROC/AZRTS's cancellation/no-show policy as well as details related to the timely cancellation of a scheduled appointment. When you feel you understand the contents of this form and agreed to the terms as outlined, please sign and date on the line indicated below.

#### **Follow Up Office Visits, Re-Evals & Simulations (mapping):**

Reserving your allotted appointment time involves the coordination and involvement of multiple departments and resources. Without proper notice, the providers at PCROC/AZRTS are unable to effectively assist their patients in a timely manner. For this reason, a fee of **\$50** will be billed to you directly for any missed appointment or cancellation request that occurs less than **48 hours** prior to your scheduled appointment time. This is two (2) full business days.

Patient who no-show two (2) or more times in a 12-month period. May be denied future appointments and dismissed from the practice.

PCROC/AZRTS utilizes a robust appointment reminder system that incorporates text messages, emails and phone calls and provide you with necessary resources and information to arrive for your appointment on time. Please let us know if any special accommodations need to be arranged to better confirm your appointment.

There will only be a few extenuating circumstances to avoid this cancellation fee, including inpatient hospital stays, in which we can verify on the hospital portals at the time of cancellation.

By signing below, I agree to the terms as outlined in this policy and confirm that all my questions have been answered by Phoenix Cyberknife Radiation Therapy & Arizona Radiation Therapy Specialist.

Full Name (Printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_