

**Coastal Medical Group**  
11920 Astoria Blvd, Suite 110  
Houston, TX 77089  
Phone: (281) 464-8484 ♦ Fax: (281) 464-8432

**Cancellation/ No Show Fee Policy**

Due to frequent changes in patient schedule we have adopted a new policy effective 3/22/2017. Policy is as follows:

Our office will call to remind you of your appointment at least 48 hours in advance. If for any reason you are not able to keep your appointment or need to reschedule please call within 24 hours of the scheduled appointment to do so.

**If you miss your appointment or if it is not cancelled or rescheduled at least 24 hours in advance you will be charged a fifty dollar (\$50) cancellation/ no show fee; this fee is not be covered by your insurance company.**

Please keep in mind when you do not call to cancel an appointment, you may be preventing another patient from getting much needed treatment. Conversely, the situation may arise where another patient fails to cancel and we are unable to schedule you for a visit, due to a seemingly “full” schedule.

Respectfully,  
Brenda  
Coastal Medical Group

**By signing below, you acknowledge that you have received this notice and understand this policy**

\_\_\_\_\_  
Print Patient Name

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature Patient/Legal Guardian