

Apex Healthcare & Rehabilitation

245 Peachtree Industrial Blvd.

Suite 100

Sugar Hill, GA 30518

(678) 541-0777

Cancellation & No Show Policy

It is the goal of Apex Healthcare & Rehabilitation to meet the needs of our patients, we will make every effort to schedule your appointments as efficiently as possible. In return, ***it is your responsibility to make every effort to keep your appointment and to arrive promptly at the time reserved for you.*** We realize that unanticipated events can happen and may prevent you from keeping your appointment. In the case that you are unable to keep your scheduled time, we request that you notify our office immediately.

If you need to cancel or reschedule your appointment, you must do so at least **24 hours before your scheduled office appointment** to avoid paying a \$25.00 fee. This fee is **not** covered by your medical insurance, Worker's Compensation benefits or your attorney.

The cancellation/rescheduling fee must be paid on or before your next scheduled appointment.

We appreciate your business and consideration of fellow patient's time.

I acknowledge that I have read and understand the above cancellation and no show policy and I agree to abide by these guidelines.

Patient Signature

Date