

LATE CANCELLATION AND NO-SHOW POLICY

Cancellations:

For the convenience of all our patients and staff, Torrance Memorial Physician Network requires one full business day notice whenever you need to cancel an appointment. Getting cancellation information in advance allows the office to schedule and serve other patients.

No Shows:

We understand that things happen and appointments may sometimes not be cancelled in advance. With that in mind, we will forgive a single missed appointment. However, after one miss or late cancellation, you will be charged **\$40.00** for each instance. We reserve the right to dismiss patients from Torrance Memorial Physician Network after three missed appointments in a 12-month period.

Torrance Memorial Physician Network firmly believes that a good physician/patient relationship is based upon understanding and good communication. Any questions regarding late cancellation and no-show fees should be directed to the office administrator.

Thank you,

Practice Management