



24 Hour Cancellation Policy

Western Maryland Dermatology recognizes a 24 hour cancellation policy. If you are unable to keep an appointment, we ask that you cancel at least 24 hours in advance.

Missed Appointments (No Show)

We understand that emergency situations can occur for a variety of reasons and you may miss an appointment. When you miss an appointment without canceling, someone else who could have been seen in your place is delayed unnecessarily.

A "no show" is defined as:

- You do not show up for your scheduled appointment time.
- You do not call to cancel the appointment **by 4:00PM** the day prior to your appointment.

You may call our office Monday thru Friday at 301-777-7900 and the receptionist will be glad to assist you in rescheduling/canceling your appointment. This should be done **before 4 PM** the day prior to your scheduled appointment or you will be considered a "No Show".

If you are counted as a "No Show", you will receive a phone call reminding you of the missed appointment.

Western Maryland Dermatology reserves the right not to schedule any future appointments for any **new** patients who fail to no show on their first scheduled appointment.

Having two (2) "No Shows", will result in a \$75.00 fee being assessed to your account and it may result in dismissal from the practice. An additional \$75.00 fee will be added for each additional no show after the 2nd. All fee balances must be paid in advance of next appointment or you will be asked to reschedule. Payment plans will not be granted for no show fees.