



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 4:00 PM** the day prior to your appointment.

You may call our main office 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** prior to the day of your scheduled appointment or you will be considered a “No Show”.

If you are counted as a “No Show”, you will receive a letter in the mail reminding you of the Cancellation and no-show policies. This letter will also document your current “No Show” status.

Having two (2) “No Shows”, will result in dismissal from the practice. Having one no-show may result in the need to pay a deposit to reschedule. All new patients (including those not seen in 3 years) must pay a deposit to schedule.

Signature

Date
