



## CANCELLATION POLICY

*Dear Patient,*

At Physicians East, P.A.—Quadrangle Endoscopy Center, we aim to deliver quality health care services to our patients. To be consistent with our mission, we have a Cancellation Policy that allows us to maximize the availability of our services. When a procedure has been scheduled, that time has been dedicated to you. A missed procedure means that we are losing valuable time we could have utilized to treat other patients in need.

***Our Policy is as follows:***

We request that you give our office a 5-day notice should any event arise that requires you to reschedule the procedure with your provider. This gives us the ability to schedule other patients for this procedure time. If a patient does not contact the facility to cancel their procedure within 5 business days or does not show up for the procedure, this will be considered a missed appointment (“No Show”). A fee of **\$400.00** will be charged to you for a missed appointment.

Patients that arrive at their appointment late may still be seen, but it will be at the earliest convenience of their provider.

If you have any questions regarding our Cancellation Policy, do not hesitate to reach out to our facility so we can clarify any questions you may have at (252) 757-3636. If you recognize that you need to cancel/reschedule your procedure, please call our scheduling department at (252) 413-6735.

Everything we do here is possible due to your continued support, thank you.

Sincerely,

Physicians East, P.A.—Quadrangle Endoscopy Center Staff

