

**Elmhurst Foot and Ankle Center**

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**Schaumburg Foot & Ankle Center**

1375 E Schaumburg Road, Ste 210  
Schaumburg, IL 60193

[www.footankleil.com](http://www.footankleil.com)

## No Show/Cancellation Policy

Dear Valued Client,

The clinicians/providers and staff of Elmhurst Foot & Ankle Center are committed to providing you with the highest quality care possible. It is the policy of Elmhurst Foot & Ankle Center that appointment cancellations be received by our office **24 hours prior** to the scheduled appointment.

We certainly understand that obstacles may arise from time to time that can interfere with your ability to keep all scheduled appointments. However, no-show and same-day cancelled appointments can significantly impact the ability of Elmhurst Foot & Ankle Center to provide quality healthcare for all our clients. Therefore, in an effort to continue to provide the highest quality care possible, we will be instituting and enforcing a no show/same-day cancellation policy.

**Effective September 1st, 2024, Elmhurst Foot & Ankle Center will reserve the right to charge a fee of \$25.00 for each appointment that is cancelled on the same day and \$50.00 for each no show appointment. No show/same-day cancellation fees must be paid prior to future appointments being scheduled or fulfilled. Elmhurst Foot & Ankle Center reserves the right to terminate services if more than (2) no shows/cancellations with less than 24 hours' notice occur within the same month or (3) total no shows occur over three consecutive months.**

If you have any questions or concerns about this change, please feel free to let us know. We would be happy to discuss this with you. We look forward to continuing to work with you.

Sincerely,

Elmhurst Foot & Ankle Center

Schaumburg Foot & Ankle Center

By signing below, I agree to adhere to this policy and accept any applicable charges or consequences as outlined.

Patient Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_