



### **No-Show/Late/Cancellation Policy**

Thank you for trusting Colorado Ophthalmology and CosMEDics with your Eye & Skin care needs. When you schedule an appointment with Colorado Ophthalmology and CosMedics, we set aside enough time to provide you with the highest quality of care. Should you need to cancel or reschedule an appointment, please contact our office as soon as possible, and no later than 24 hours prior to your scheduled appointment. This gives us time to schedule other clients who may be waiting for an appointment.

### **Please see our Appointment Cancellation/No Show/Late Policy below:**

Effective May 1, 2021, any client who fails to show or cancels/reschedules an appointment and has not contacted our office with at least **24 hours notice**, will be considered a No-Show and charged a \$75 fee. Being 10 or more minutes late to your scheduled appointment may either result in you not receiving the full scheduled service, or canceling/rescheduling the appointment all together. These fees are charged to the client's credit card on file that was used to reserve the appointment.

As a courtesy, we send reminder texts, emails and calls for appointments one week and one day prior to the scheduled appointment. Even if you do not receive a reminder call or message, the above policy will remain in effect. We understand there may be times when an unforeseen emergency occurs and you may not be able to keep your scheduled appointment. If you should experience extenuating circumstances please contact our office as soon as possible.

Your credit card will remain on file for this purpose only;

CC# \_\_\_\_\_ Exp: \_\_\_\_\_ CVV: \_\_\_\_\_

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Thank You  
Management

