

Cross Keys Internal Medicine, LLP

No Show Policy

We ask that you give us notice when you are not able to keep an appointment. Failure to cancel an appointment will result in notification by phone or mail. Three or more no shows over 12 months can result in dismissal from our practice as we feel it is a breakdown in the patient/doctor relationship. We also reserve the right to charge a fee of \$50 per visit that you no show after the third visit.

Forms/Letter Requests

Forms: We ask that you fill out as much as you can of any forms that you need our office to complete. Completion of forms will be done in **5- 7 days**. We ask that you give proper notice for us to complete these forms.

Letters: It may take up to 2 days to complete any letter that you may need. Provide us with the necessary fax number, name of person to send to or whatever information is needed to expedite the letter process.