



Utah Spine Medicine  
Emil S. Cheng, M.D.

## No Show and Cancellation Policy

We make every attempt to schedule our patients in a timely manner. It becomes more difficult to do so if patients do not keep their appointments. We certainly understand that circumstances may arise and we encourage anyone experiencing symptoms of COVID-19 or other illness to reschedule their appointment as soon as possible.

If you will not be able to keep your scheduled appointment, we ask that you call and give us at least 24 hours notice, when possible.

If you do not give sufficient notice or do not come to your appointment, you will be assessed a \$50 charge. This charge will be paid upon scheduling your next appointment.

If you are more than 10 minutes late for your appointment, you may be asked to reschedule. This will be determined on a case-by-case basis, depending on our schedule that day.

If you have extenuating circumstances that makes it impossible for you to attend your appointment or give notice of your cancellation, please call our office. We will assess the no-show charge on a case-by-case basis.

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Patient or Patient Representative Signature

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Date

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Patient Printed Name

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Date of Birth