



UC Health Weight Loss Center Attendance Policy

Effective 1/1/2015

We respect your time. That is why we are implementing a policy around appointments (late, no show & cancellations). We hope this policy will help with our continued focus on better serving our patients and providing excellent customer service.

1. Arrival Time:

- a. Patients are expected to arrive 15-20 minutes before scheduled appointment time. This allows time for check in and optimizes time with your provider.

2. Arriving Late to Appointment:

- a. Patients arriving 15 minutes or later to their scheduled appointment may be asked to reschedule their appointment.

3. Cancellations & Rescheduling of Appointments:

- a. We require 24 hour cancellation or rescheduling notice for all office appointments. This includes fitness evaluations with our Drake Partners.
- b. Cancellations less than 24 hours in advance will be considered a “no show”.

4. Dismissal from Practice:

- a. Should a patient “no show” their regularly scheduled office appointment 3 times with any of our UC Health Weight Loss Center providers, it may result in dismissal from the practice.

Patient Name: _____

Patient Signature: _____

Date: _____

This policy is subject to change at any time.