

**Jeff Cartwright, MD
20218 77th Ave., NE, Suite B
Arlington, WA 98223
360-403-0333 360-403-0331 fax**

NO-SHOW/CANCELLATION POLICY (04/01/08)

We strive to provide you, the patient, with great service in our clinic. In order to do this, we need your assistance in keeping your appointment or canceling 24 hours prior to your appointment. This helps us help those patients who are still waiting to receive an appointment with the doctor.

Our office has a 24 hour cancellation policy. Please understand, that we know emergencies happen, and we will look at each case individually. However, unless an emergency can be demonstrated, no-shows and cancellations less than 24 hours, will be charged a \$40.00 fee.

Please help us continue to be efficient in our provision of health care and effective in helping you with your orthopedic needs.

If you have any questions regarding this policy, please feel free to contact me in the office.

**Judith Cartwright, MPA, OTR/L
Office Manager**

Patient Signature

Date