

## **Notice of New Appointment Policy**

**Effective: February 1, 2026**

Dear Valued Patient,

At Dermatology Associates, we strive to provide excellent care and respect the time of all our patients, which is why we are implementing a new policy regarding missed appointments.

### **Our Policy:**

- **Cancellation Notice:** We require at least **24 hours' notice** to cancel or reschedule a standard appointment, and at least **48 hours' notice** to cancel or reschedule a surgical appointment. You can call us at 248-646-9597, respond to a reminder text, use our patient portal or via the contact us section of our website.
- **No-Show/Late Cancellation:** Failing to show up or canceling a standard appointment with less than 24 hours' notice will result in a **no-show/late cancellation fee of \$25.00**. Failure to show up or canceling a surgical appointment with less than 48 hours' notice will result in a **no-show/late cancellation fee of \$50.00**.
- **Fee Responsibility:** This fee is your responsibility and must be paid before your next scheduled appointment. It is not covered by insurance.
- **Exceptions:** We understand that unexpected emergencies and situations happen. Please contact us as soon as possible to discuss extenuating circumstances, as fees may be waived on a case-by-case basis.
- **Repeated Issues:** Frequent missed appointments may lead to a requirement for prepayment for future services or could impact your ability to schedule with our practice.

Thank you for your understanding and cooperation as we work to improve our scheduling for everyone.

Sincerely,

The Team at Dermatology Associates