

Conroe Willis Family Medicine No Show Policy

Thank you for trusting your medical care to Conroe Willis Family Medicine. When you schedule an appointment with Conroe Willis Family Medicine, we set aside enough time to provide you with the highest quality care. Should you need to cancel or reschedule an appointment please contact our office as soon as possible, and no later than 24 hours prior to your scheduled appointment. This gives us time to schedule other patients who may be waiting for an appointment. Please see our Appointment Cancellation/No Show Policy below:

- Effective June 1st, any established patient who fails to show or cancels/reschedules an appointment and has not contacted our office with at least a 24-hour notice, will be considered a No Show and charged \$25.
- The fee is charged to the patient, not the insurance company, and is due at the time of the next visit.
- As a courtesy, we do our best to call each patient the night before. Please make sure you are documenting your appointment time and taking an appointment card before you leave the office.

We understand there may be times when an unforeseen emergency occurs and you may not be able to keep your scheduled appointment. If you should experience extenuating circumstances please contact our Office Manager, who may be able to waive the No Show fee. You may contact Conroe Willis Family Medicine during normal business hours, or our answering service after hours to leave a message. Messages left during the weekend will be acceptable as a cancellation.

Conroe Location

936-441-1122

Willis Location

936-890-8000