



Arkansas Psychiatric
CLINIC

4 Executive Center Court
Little Rock, Arkansas 72211

(501) 448-0060
Fax (501) 448-0066

LATE CANCELLATION AND MISSED APPOINTMENT POLICY

Thank you for choosing Arkansas Psychiatric Clinic as a provider of your healthcare needs. We would like to take this opportunity to welcome you to our clinic and explain our late cancellation and missed appointment policy.

We ask that patients who are not able to keep their appointments provide us with **24-hour advance notice**. We understand there are instances when situations out of your control will present themselves, and we will waive the late cancellation or missed appointment fee the first time this occurs. However, when this happens, we are unable to care for other patients who need appointment, therefore, we do have a fee for additional occurrences. After the first late cancellation or missed appointment, there is a \$50 fee each time.

Late cancellation and missed appointment fees are billed to the patient. This fee is not covered by insurance and is not eligible for reimbursement with neither HSA nor FSA account. And it must be paid prior to your scheduling your next appointment.

We appreciate your understanding and consideration of this policy.

I verify I have been informed of the late cancellation and missed appointment policy.

Print patient name

DOB

Patient/Guardian Signature

Today's Date

Leigh Anne Bennett, M.D. Jeff Palmer, M.D. Robert M. Jarvis, M.D. James O. Davis IV, M.D. Ivanjo Aldea, M.D.
Raymond Molden, M.D. Robert Forrest, M.D. Cheryl Murphy, APRN

Christianne Hilburn, LCSW Jennifer Patterson, LCSW Rose Brand, LCSW Billy Henley, LCSW