

Jeff M. Williams, MD
Board Certified Gastroenterologist



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“No Show” and Cancellation Policy

For Office Visits and Procedures

At Athens Gastroenterology Association/Athens Gastroenterology Endoscopy Center, our goal is to provide quality gastrointestinal care in a timely manner. We have implemented a no show and cancellation policy which enables us to better utilize available appointments for our patients in need of gastrointestinal care. The following policy is in regard to patients who fail to keep their scheduled office visit or procedure.

Please be courteous and call Athens Gastroenterology Association if you are unable to attend your scheduled appointment. This allows us the opportunity to give another person the possibility to have earlier access to timely gastrointestinal care.

- Patients who fail to show for their scheduled office visit and did not notify the office **within 24 hours** of their scheduled appointment time, shall be subject to a “No Show/Cancellation” fee of \$100.00. In the event of an emergency and prior notice could be given, consideration will be given, and an exception may be granted.
- Patients who fail to show for their scheduled procedure and did not notify the office within **24 hours** of their scheduled procedure time, shall be subject to a “No Show/Cancellation” fee of \$250.00. In the event of an emergency and prior notice could be given, consideration will be given, and an exception may be granted.
- Patients who have exceeded more than **three** cancellations for their procedures will be required to pay a \$500.00 cash deposit prior to being rescheduled. The deposit will be returned to the patient when they attend their next scheduled procedure.
- These fees are not covered by insurance and is therefore the sole responsibility of the patient.

Please call (706) 613-1625 to cancel or reschedule appointments.

Patient Signature

Date

Commerce
Northridge Specialty Clinic
209 Mercer Place
Commerce, GA 30529

Greensboro
Tender Care Clinic
803 South Main Street
Greensboro, GA 30642

Lavonia
St. Mary's Sacred Heart
367 Clear Creek Drive Suite 2003
Lavonia, GA 30553

Hartwell
Hartwell Family Practice
229 Athens St.
Hartwell, GA 30643