

## **BERKS FOOT & ANKLE SURGICAL ASSOCIATES, INC.**

654 Philadelphia Ave.  
Shillington, Pa  
(610) 796-9522

Kevin T. Naugle, DPM, MBA, FACFAS  
Joseph C. Smith, DPM, FACFAS  
Thomas Shannon, Jr., DPM, FACFAS  
Megan Evans Shannon, DPM. AACFAS  
Vincent G. Zuwiala, DPM, FACFAS  
Joseph B. Watson, DPM, AACFAS  
Mary Ann Patterson, DPM, AACFAS

260 State St., Suite # 2  
Hamburg, Pa  
(610) 562-4999

### **Appointment Cancellation Agreement**

We consider an appointment to be a commitment and an agreement. When an appointment is scheduled, that time is set aside for you and no one else. Consequently, a missed or cancelled appointment leaves a gap which would have been filled if proper notice was provided.

Therefore, a fee will be charged for missed or cancelled appointments without 24 hour notice.

\*A reminder call will be made the day prior to the scheduled appointment. However, you are responsible for the appointment whether or not you receive the call.

Cancelled Appointments: No charge for any appointment cancelled with at least 24-hour advance notice. A fee shall be charged for cancelled appointments without proper notification. This fee will not be charged to your insurance and is your responsibility to pay in full.

Missed Appointments: A missed appointment will be billed a fee. This fee will not be charged to your insurance and is your responsibility to pay in full.

Exception: Same day cancellation due to serious medical or family emergency or dangerous road conditions (snow/ice) will not be charged as long as notice is received prior to scheduled appointment time.

I am aware of the cancellation policy and agree to the terms.

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Signature

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Date