



60 Lafayette Street  
Bridgeport, Ct 06604  
203-576-4349

*EFFECTIVE MARCH 16, 2020*

**CANCELLATION/NO SHOW POLICY**

UB Clinics strives to provide the highest quality of care to its patients. In doing so, UB Clinics tries to ensure each of its patients receives adequate time, attention and care while being treated. As a courtesy, UB Clinics makes every effort to remind its patients of appointment times.

UB Clinics understands there may be times when patients are unable to attend or may be late for clinic appointments. Patients should contact UB Clinics Monday – Friday 9:00 a.m. to 6:00 p.m. at (203) 576-4349 to report whether they anticipate being late or whether they are unable to show up for their clinic appointments. Appointment cancelations should be made at least 24 hours in advance of the appointment.

A \$20.00 fee will be charged for failure to provide 24 hours' notice of cancellation or for failure to show up to a clinic appointment. Fees will be charged and due at the next clinic appointment.

If, after 3 events, a patient fails to show up an appointment or fails to give 24-hours' notice of cancelation, UB Clinics will no longer schedule any further appointments for that patient.

Patient acknowledges receiving and reviewing UB Clinics Cancellation/No Show Policy.

**Patient Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Patient or Responsible Party:** \_\_\_\_\_

**Relationship to Patient:** \_\_\_\_\_