

COLON & RECTAL ASSOCIATES OF TEXAS

COLONOSCOPY & SURGERY SCHEDULING GUIDELINES

Our office tries to schedule all procedures, colonoscopies and surgeries in a timeframe that fits with your schedule. To that end, our doctors have secured “block” times at area hospitals to facilitate the scheduling process. This means that we are assured of certain select times in which we can schedule your procedure.

We also realize that there are times when unforeseen circumstances arise and you must reschedule your procedure. At those times, we will attempt to work with you in rescheduling to a time and date that meets your needs. However, in an effort to keep our scheduling process efficient and give all patients ample opportunity to schedule a procedure, we have instituted the following guidelines:

- Procedures, colonoscopies and surgeries must be cancelled at least 48 hours prior to the day of the surgery. This will allow our staff to give that time slot to someone else;
- Cancellation of a procedure, colonoscopy or surgery with less than 48 hours notice will result in a **\$25.00 fee**.
- If a procedure, colonoscopy or surgery is cancelled and/or rescheduled three times, there will be a **\$50.00 fee** which is payable before we can reschedule for you.
- If you are a “No Show” for your procedure (this means that you fail to notify the office that you are canceling your appointment), there will be a **\$50.00 fee** applied to your account. It is considered a “No Show” if we are not notified prior to 5:00 p.m. the day before your scheduled procedure.

We value you as a patient, and have added the above guidelines in an effort to provide timely service to everyone. Each time we reschedule, we must contact the insurance company, the hospital, anesthesia, and assistant physicians (if required for your procedure).

To Reschedule: 972.612.0430

I have read and understand the above guidelines.

Name: _____ Date: _____

Signature: _____