

ORC North Location:  
5616 N. Western Avenue | Chicago, Illinois 60659  
Tel (773) 878-6233 | Fax (773) 878-2688

ORC Wicker Park Location:  
St. Elizabeth Professional Building Suite 510  
1431 N. Western Avenue | Chicago, IL 60622  
Tel (773) 633-5866 | Fax (312) 633-5867

## **24-HOUR CANCELLATION AND NO SHOW FEE POLICY**

Each time a patient misses an appointment without providing proper notice, another patient is prevented from receiving care. Therefore, **Orthopaedic & Rehabilitation Centers, S.C.**, reserves the right to charge a fee of **\$25.00** for all missed appointments “No Shows” and appointments which, absent of compelling reason, are not cancelled with a 24-hour advanced notice.

“No Show” fees will be billed directly to the patient. This fee is not covered by insurance, and must be paid prior to your next appointment. Multiple “no shows” within any 12 month period may result in cancellation of all future appointments.

We value our patients and want to be able to continue to provide the high quality of care and service that you have come to expect from **Orthopaedic & Rehabilitation Centers**. This policy is necessary to ensure that we are able to care for all of our patients in this manner.

Thank you for your understanding and cooperation as we strive to serve the needs of all of our patients.

By signing below, you acknowledge that you have received this notice and understand this policy.

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*Patient/Guardian Name*

*Date*

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*Patient/Guardian Signature*

*Date*