

**McLaren Print System Order**

**Order No: 43065 Reprint Previous Order No: 7182**  
**Order Date: 2019-02-25**  
**User: Kristin Fudge**  
**Phone: 517-574-9123**

**Ship Location: MMP South Side Medical Center**  
**5525 S. MLKing Jr BIVd**  
**Lansing, Mi 48911**

**Forms**

**Quantity: 100**  
**Paragon Dept No: 68325**  
**Dept Name: South Side Medical Center**  
**Company Number: 810**

**Order Total Price: 16.70**

**Item Number: MM-73**  
**Item Description: Missed Appointment Letter**  
**Revision Date: 6/2015**  
**Print: 1 sided full color**  
**Paper: 70# White Text**  
**Size: 8.5 x 11**  
**Fold:**  
**Finish:**  
**Drill:**  
**Misc Info:**



Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Dear \_\_\_\_\_

Our office had a patient appointment reserved for you today with \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_ am/pm. We were concerned when you did not show or call.

Our office would like to give you an opportunity to reschedule this appointment. We also want to inform you of our office policy on late cancellations and no-show appointments.

Recognizing that everyone's time is valuable and that appointment time is limited, our office asks that you provide 24 hours notice if you are unable to keep your appointment. If 24 hour notice of cancellation is not given a cancellation fee may be applied, which is based on the length of time that was reserved for your appointment. For regular office visits, the fee is \$35.00 and for longer appointment reservations, the fee is \$75.00. This fee is payable prior to rescheduling another appointment, and is not covered by your insurance. In addition, barring any unusual circumstances, if you miss three appointments in a 12 month period without giving us advanced notice, we may consider asking you to seek your medical care elsewhere.

During inclement weather, please contact our office within 30 minutes of the office opening and inform us that you need to cancel the appointment.

This is your \_\_\_\_\_ missed appointment. There is a \_\_\_\_\_ fee charged for today's missed appointment.

Please call us at \_\_\_\_\_ to arrange any payment and reschedule your appointment.

We look forward to seeing you and appreciate your anticipated cooperation. If you have any questions, please do not hesitate to call us during office hours.

Sincerely,