



HerSpace Breast Imaging and Biopsy Associates
187 Rte. 36, MPCCL, Bldg. A, Ste. 130
West Long Branch, NJ 07764
ph: (732) 571-9100
fax: (732) 571-9650

CANCELLATION POLICY

HerSpace Breast Imaging and Biopsy Associates strives to deliver the highest level of imaging services in the most respectful and compassionate way possible. However, it is difficult to provide access to care when appointment slots go unfilled because patients cancel at the last moment or simply do not show up. We are asking all patients to be mindful of our requirement to provide **at least 24 hours notice whenever an appointment cannot be kept. After hours, a message can be left on our answering machine by calling our regular office telephone number. An appointment is considered “missed” if 24 hours notification is not given.**

In order to maximize scheduling efficiency and patient access to care, we are forced to implement the following policy:

For a missed appointment, a credit card number will be required before another appointment will be scheduled. If that appointment is missed or cancelled with less than 24 hours notice, \$150 will be charged for **each** service that was scheduled, i.e. mammogram, ultrasound, bone density study.

For patients scheduling BSGI (breast specific gamma imaging), a credit card number is required to schedule that appointment. A minimum of 24 business hours is required to cancel or reschedule the appointment. If an appointment is cancelled with less than 24 hours notice, the patient does not arrive for the appointment or if the patient arrives late to the point that the radioisotope has decayed, the patient’s credit card will be charged a non-refundable \$100.

I have read and agree to comply with the above notification requirements and charges for noncompliance.

Patient Name (Please Print): _____

Patient’s Signature: _____ Date: _____