

Monarch Plastic Surgery  
Cancellation Policy/No Show Policy

We understand there are times when you must miss an appointment due to emergencies or obligations related to family or work. However, when you do not give us **24 hours'** notice to cancel an appointment, you may be preventing another patient from getting much needed care.

Please provide us with **24 hours'** notice if you are unable to keep an appointment. If notice is not received at least **24 hours** prior to your appointment the following policy will apply:

- 1<sup>st</sup> NO SHOW/LATE CANCELLATION patient will be reminded of policy.
- 2<sup>nd</sup> NO SHOW/LATE CANCELLATION patient will be charged \$50.00 per occurrence. (The fee is charged to the patient, not the insurance company, and is due at the time of the next office visit.)
- 3<sup>rd</sup> NO SHOW/LATE CANCELLATION patient will be charged \$75.00 and may be dismissed from the practice.

To cancel appointments please call (913)663-3838. If you do not reach a receptionist you may leave a detailed voice message. If you would like to reschedule your appointment, please leave a phone number. We will return your call at the earliest opportunity.