



THE ENDOCRINOLOGY GROUP, PLLC

Specializing in diabetes, thyroid, bone, lipid, and other hormonal disorders

200 Park Ave, Falls Church, VA 22046

1715 N George Mason Dr, Ste 307, Arlington VA 22205

Tel: 571-634-3636 | Fax: 703-237-7959 | www.endocrinologygroup.com

Cancellation & Rescheduling Policy

NOTICE

To ensure prompt service for all our patients, please provide at least **24 business hours'** notice when canceling or rescheduling your appointment.

LATE ARRIVALS

New Patients arriving more than **20 minutes late** and Established Patients arriving more than **10 minutes late** may need to reschedule with another provider or for another day.

LATE CANCELLATION / NO SHOW FEES

Failure to notify us at least 24 business hours in advance may result in a **\$50 fee**. In some cases, patients may be able to avoid this fee by accepting a virtual visit instead.

ACKNOWLEDGEMENT

I have thoroughly reviewed and fully understand The Endocrinology Group's cancellation policy. I am aware of the specific terms and conditions outlined in the policy, including any potential fees or charges that may be incurred due to cancellations. I agree to abide by these terms and conditions.

Patient Name

Date

Signature

**Name and Relationship
of Person Signing, if not Patient**