

**Office Policy - No Show Fee**

The Center for Rheumatology has instituted a "No Show Fee" policy that will result in a \$50 fee if you do not show for your appointment without any prior notice. Timely cancellation will allow this appointment time to be offered to another patient. Three consecutive "No Shows" will result in discharge.

- **What counts as a "No Show"?**

A No Show is considered to be any scheduled appointment where the patient:

- Does not arrive in for the appointment scheduled, without notifying our office.

- **How do I cancel my appointment to avoid a fee?**

You can cancel your appointment by:

- Calling The Center for Rheumatology at
  - Albany: 518-489-4471
  - Saratoga: 518-584-4953

- **What if I feel as though I was unfairly charged and I want to appeal the fee?**

We understand that on a rare occasion there may be extenuating circumstances that prevent you from calling. If this is the case, the 'Petition to Waive Fee' form must be completed and returned to The Center for Rheumatology within 14 days of your missed appointment.

- **The completed form can be delivered to The Center for Rheumatology in person or by mail.**

- Albany Mailing address:  
The Center for Rheumatology, LLP  
4 Tower Place, 8th Floor  
Albany, NY 12203
- Saratoga Mailing address:  
6 Care Lane, Suite 101  
Saratoga, NY 12866