



Valley Regional Sleep
Disorders Center

48-HOUR CANCELLATION/NO SHOW POLICY

Serving your treatment needs requires that we be able to make individual advanced reservations for each patient's appointment. Due to the many patients we serve and the growing demand for sleep studies, we have implemented the following policy to assure our ability to maintain availability of technician staffing requirements and timely service.

1. Retaining your Sleep Study or Office Visit Appointment **RESERVATION** requires that any cancellation must be received at least 48 hours in advance. For your convenience, we have an answering machine that will take your call after business hours.
2. If an appoint for an Office Visit is missed **without 48 hours notice**, a non-refundable charge of \$35 (thirty-five) will be charged.
3. If an appointment for a Sleep Study is missed **without 48 hours notice**, a non-refundable charge of \$200 (two hundred) will be charged.

NOTE: insurance will not cover this reservation charge!

All cancellations and issues associated with attendance should be directed to the Administrative Director of Valley Regional Sleep Disorders Center at 559-431-4204.

Signature: _____

Appointment Date: ____/____/____

Appointment Time: _____ AM P.M.

***Thank you for your cooperation in this matter.
We look forward to seeing you soon.***