



Lehigh Valley Center for Sight

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Patient Appointment Cancellation & Attendance Policy

Effective 03/22/2023

Lehigh Valley Center for Sight strives to provide each patient with the highest quality of care by meeting all your eye care needs. The success of your eye care and maintenance of your eye health truly depends on consistent attendance to your scheduled appointments. We do our best to accommodate your schedule for your convenience.

Cancellations, especially last minute, along with no show appointments, lower your chance of meeting and maintaining both of our goals for your care and decrease our ability to accommodate the scheduling needs of all patients. We kindly ask for your cooperation with the following policy:

Patients are required to call our office 24-Hours in advance to change or cancel existing appointment.
Failure to give Lehigh Valley Center for Sight 24 hours' notice will result in a missed appointment.

Existing Patients: Two (2) missed appointments, without 24-hour notice, will result in your discharge from our practice.

New Patients: One (1) Missed appointment, without 24-hour notice will result in discharge to the practice.

In order for your care to be reinstated to our practice, we will require a written letter from you to be reviewed by our clinical department.

Our office staff will make every attempt to contact you regarding your missed appointment to avoid discharge from our practice. Your signature below represents your review of this above policy. Thank you for your cooperation in this matter.

Patients Signature

Date

Witness Signature

Date