



To: Cape ENT Patients

Our surgery schedule is a very important aspect to our practice. Late cancellations inconvenience not only the surgeon but other patients and scheduling staff.

By canceling in a timely manner, you offer that scheduled time to another surgical patient or to the doctor to use that time to see patients in the office.

Our policy is as follows:

- 1. We request that you give our office at least 10 business days notice in the event that you need to cancel your surgery. You may call our office at 302-703-4025 and select option 3 to speak with the surgery scheduler.**
- 2. If you do not cancel within at least 10 business days, you will be charged a \$100.00 fee.**

This fee will be billed to you directly and is not covered by your insurance. This balance must be paid prior to your next appointment and by the due date.

Thank you for your understanding and trusting Cape ENT with your medical care.

-Cape ENT Management