

**MICHAEL D. BOROOKHIM, M.D.**

A Professional Medical Corporation  
Internal Medicine

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**OFFICE CANCELLATION POLICY**

We normally make a courtesy confirmation by phone or email prior to your upcoming appointments. If you intend not to keep your scheduled appointment, we urge you to call the office 2 days prior to your visit so that we can schedule another patient for your spot.

We consider any cancellation made less than 24 hours prior to your scheduled appointment a short notice cancellation, since this makes it difficult to schedule another patient to fill the appointment time that had been reserved for you. If you do not keep a scheduled appointment and fail to notify us in advance, or if you notify us with only a short notice as defined above we will impose a \$75 charge against your account.

Thank you for your understanding. We hope that this policy will help serve all our patients promptly and efficiently.

The Management

**CONFIRMATION:**

Patient Print Name : \_\_\_\_\_

Patient Signature : \_\_\_\_\_