



**SAN DIEGO DIGESTIVE**  
DISEASE CONSULTANTS INC.

A Medical Group  
Diplomates  
American Board of Gastroenterology

Matthew T. Bender, M.D.  
William C. Chen, M.D.  
Sergio R. Flores, M.D.  
Cainan Foltz, M.D.  
Reza Khoshini, M.D.  
Hyun Sil Kim, M.D.

Daniel Y. Lee, M.D.  
William B. Minter III, M.D.  
Arthur Yan, M.D, MBA, AGAF  
Denise Corriveau, PA-C  
Makayla Hughes, PA-C  
Amy Su, PA-C

## No Show/Late Cancellation Policy

### Office Visits:

1. If you need to cancel or reschedule an appointment, please notify the office at least **24-hour advanced notice**.
2. No-show or late cancellation with less than 24-hour notice will result in a \$100 fee.
3. **For new patients**, a no-show may result in termination from the practice.

### Procedures:

1. If you need to cancel or reschedule your procedure, please notify the office of at least **5 business days' notice**.
2. No-show or late cancellation with less than 5 business days' notice will result in a \$300 fee.
3. \$300 fee must be paid prior to rescheduling their appointment.
4. A second occurrence of a no-show or late cancellation may result in termination from the practice.

**Please note: Emergency situations will be addressed individually, based on the specific circumstances. Our practice maintains a 24-hour answering service.** If you are unable to reach us by phone, please send a message through the Sharp app. For any questions or concerns, please feel free to contact the office at (858) 292-7527.

### Patient Acknowledgment

I, \_\_\_\_\_, acknowledge that I have received, read, and understand the office policies of San Diego Digestive Disease Consultants, INC, regarding the policy of no-show and late cancellations of appointments.

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

Date: \_\_\_\_\_