



Rheumatology Policies

No show & Cancellation policy

If you are unable to make your appointment, we ask that you call our office promptly to cancel as soon as possible so that we can meet the medical needs of our community.

Once cancelled, your appointment time will then be offered to another patient who is in urgent need of treatment.

If it is necessary to cancel your scheduled appointment, we require an advanced notice of at least 24 business hours. For example, if your appointment is scheduled for Tuesday at 3 PM, please call prior to 3 PM on Monday. Monday appointments should be cancelled by 12:00 PM the Friday prior if possible. Appointments are in high demand, so it is very helpful to use every appointment time for a patient in need.

Late Cancellations and Same day cancellations are considered as a "No Show" appointment

Our physicians appreciate your help to make this possible.

How to cancel your appointment:

To cancel your appointment, please call 281-315-8130.

No Show

A "No Show" is a patient who misses an appointment without cancelling it 24 business hours in advance of the scheduled appointment. Failure to be present at the time of scheduled appointment, or to call 24 hours in advance to cancel, will be recorded in your chart as "No Show". A fee will be applied to your account as follows:

- First No-show: \$50.00
- Subsequent No-show: \$75.00

These fees cover the administrative tasks associated with your appointment, which still occur even when you have not seen your provider. Payment of this fee is required before scheduling any further appointments. A patient with a third no show in a 12-month period will be considered for discharge from the practice.

Forms Completion Policy

At Rheumatology Partners of Houston, we understand that patients may require documentation for medical leave or disability purposes. Completing these forms requires time, attention to detail, and a thorough review of your medical history and current condition to ensure accurate and complete responses.

To accommodate these requests while maintaining high standards of care, the following fees will apply:

- FMLA (Family and Medical Leave Act) Forms: \$25.00
- Disability Forms (Short-term, Long-term, or other disability-related documentation): \$50.00

These fees cover the time and resources required to review your chart, assess your condition, and complete the forms accurately and professionally.

Please note:

- Fees must be paid prior to completion.
- Allow up to 7-10 business days for form processing.
- Forms will not be completed during office visits; requests must be submitted separately.

If you have any questions regarding this policy, please contact our office staff for assistance.

Thank you for your understanding and cooperation.

Patient Name (print): _____ Today's Date: _____

Patient Signature: _____