

CANCELLATION POLICY

The staff at Ingalls Sleep Center is dedicated to providing you with high quality sleep disorders testing services. In order for us to provide you with the best possible care; overnight accommodations; and support in achieving your quality sleep health goals; it is important to maintain your course of treatment by keeping your appointments and arriving on time for your appointments. Therefore, our policy is as follows:

- It is your responsibility, as the patient, to contact the Ingalls Central Scheduling Department or Sleeps Labs main office at least 24 hours in advance if you wish to cancel or reschedule an appointment.
 - Ingalls will assess a \$50 fee for the following reasons of cancellation:
 - Appointments that are cancelled within 24 hours of the original scheduled appointment time
 - Missed appointments or No shows
 - Late arrivals that we are unable to accommodate
 - The \$50 fee is your responsibility as the patient and will not be covered by insurance. You will be expected to pay at your next scheduled appointment.
- Ingalls’ policy is to discharge patients after the third instance that he or she misses, no shows or cancels a scheduled appointment; (Either assessments or sleep study appointments)

Ingalls Central Scheduling Department: 708-915-3333

Ingalls Sleep Center- Main Office Flossmoor: 708-915-8428

After Hours Only for following:

Ingalls Sleep Center-Tinley Park: 708-915-7850

Ingalls Sleep Center-Calumet City: 708-915-4810

I have read the above guidelines and understand my responsibilities.

Patient Signature: _____ Date: _____