TODAY’S DATE: ________________

This form should be forwarded to: Nurse Manager/Center Director, as soon as it is completed.

(Circle Pavilion) LBJ  BTGH  CHP  (Select One)  Cancellation/Reduction Request  Template Change Request

Please Print

Clinic Name & Resource Code: ______________________________ Effective Date(s): ______________

Complete Description of Clinic Cancellation/Reduction or Template Change:
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Reason for cancellation/template change: ______________________________________________________

Rescheduling Information (when will pts be rescheduled):
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Signature of Requestor: ______________________________ Date: ______________

Signature of Chief of Service: ______________________________ Date: ______________

Signature of Nurse Manager: ______________________________ Date: ______________

Signature of Administrator/Designee: ______________________________ Date: ______________
Approved □ Disapproved □

Signature of Pavilion Chief of Staff/Designee: ______________________________ Date: ______________
Approved □ Disapproved □

Received by: ______________________________ Date: ______________

Standards met for cancellation (Y/N):
_30 day notification
___less than 10 patients affected
___Next available appointment within 14 days

Number of patients affected____________
Number of slots affected____________

Placed on cancellation report: ______________________________ (Date)  Revised: 2/13/08

We improve our community’s health by delivering high quality health care to Harris County residents and by training the next generation of health professionals.