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No Show and Late Cancellation Policy

The reason for this policy is to ensure that patients needing care have access to appointments in a timely manner. No Shows and Late Cancellations prevent other patients, who would have benefited from the appointment, from having the opportunity to be seen by a provider sooner.

Due to the number of patients not coming to their appointment with no notice to the office (No Show) or cancelling their appointments with less than a 48 hour notice (Late Cancellation), the following is the policy of our office.

No Show:

Patients who No Show will be charged a \$25.00 fee. That \$25.00 fee must be paid at check-in at the patient's next appointment.

Patients who No Show to 3 appointments within a 2 year time period will no longer be scheduled with our office effective the date of the 3rd No Show. The patient will need to find another provider for their gynecologic care.

Late Cancellation:

Patients who have a Late Cancellation will be charged a \$25.00 fee. That \$25.00 fee must be paid at check-in at the patient's next appointment.

I, _____, have read and/or been advised to read this entire policy, "No Show and Late Cancellation Policy", and understand the above information.

Patient(Guardian) signature

Date