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# Associates In Obstetrics & Gynecology

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## Cancellation Policy/NO Show/Late Policy For Doctor Appointments

### ***Cancellation/No Show Policy for Doctors Appointment***

We understand that there are times when you must miss an appointment due to emergencies or obligations for work or family matters. However when you do not call to cancel an appointment you may be preventing another patient from getting much needed treatment. Conversely, the situation may arise where another patient fails to cancel and we are unable to schedule you for a visit, due to a seemingly "FULL" appointment book.

**If an appointment is not cancelled at least 24 hours in advance you will be charged a fifty dollar (\$50) fee: this will not be covered by your insurance company.**

***If you no-show three times, you may be discharged from the practice.***

### ***Scheduled Appointments***

If you arrive 15 minutes late or more to your scheduled appointment time you may have to reschedule unless the physicians schedule can still accommodate you. Priority will be given to the patients who arrive on time and you may have to be worked in between them. This may mean you could have a considerable wait. We ask that you please be courteous and phone the office to inform us if you are running late so that we can check if you can still be seen for your appointment before you drive here and we have to reschedule your appointment.

### ***Account Balances***

- We will require that patients with self-pay balances do pay their account balance to zero (0) prior to receiving further service by our practice.
- Patients who have questions about their bills or who would like to discuss a payment plan option may call and ask to speak to the billing department to review your account and concerns.
- Patients with insurance that have balances over \$100 must make payment arrangements prior to future appointments being made.

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Print Patient Name

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Signature Patient/Guardian

Date