

Highland Ob / GYN Clinic, P.A.

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Appointment Cancellation Policy

We strive to render excellent medical care to you and the rest of our patients.

In an attempt to be consistent with this, we have an Appointment Cancellation Policy that allows us to schedule appointments for all patients. When an appointment is scheduled, that time has been set aside for you and when it is missed, that time cannot be used to treat another sick patient.

Our policy is as follows:

We request that you please give our office a 48 hour notice in the event that you need to reschedule your appointment with the physician. If you do not contact our office within the 48 hour timeframe – you will be considered a No-show, No-call. This allows other sick patients to be scheduled into that appointment. It also makes it possible to reschedule your appointment more efficiently. A fee of **\$25.00** will be charged to you for a missed appointment.

If a patient accumulates a total of three (3) missed appointments, the patient may not be rescheduled for future appointments and will be discharged from the practice.

Additionally, if a patient is more than 15 minutes late to her appointment, the appointment may be cancelled.

If you have any questions regarding this policy, please let our staff know and we will be glad to clarify any questions you have.

I have read and understand the Appointment Cancellation Policy of the practice and I agree to be bound by its terms. I also understand and agree that such terms may be amended from time-to-time by the practice.

I, _____ (print name), have received a copy of Highland Ob/Gyn Clinic, PA's Appointment Cancellation Policy.

Patient Signature

Date