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Appointment Cancellation Policy

When you make an appointment, we reserve a significant amount of time specifically for you. Unfortunately, when a patient doesn't show for their scheduled appointment, another patient loses an opportunity to be seen.

Therefore, if you need to cancel or re-schedule, you are requested to notify us as soon as possible, but no later than 24 hours in advance of a routine appointment. Without this notification, you will be responsible for a non-cancellation fee in accordance with the schedule outlined below.

Please phone our office as soon as you are aware that you will be canceling your appointment. If you phone our office after office hours, please leave a message to cancel or reschedule and we will confirm with you by phone on the next business day.

Cancellation charges are not covered by insurance and are due and payable prior to any future appointments.

Extended Appointments:

Colposcopy, Endometrial Biopsy, Leeps, or Vulvar Biopsy.

Required Cancellation Notice: 48 hours

Non-Cancellation Fee: \$100.00

Routine Appointments:

Annual Exam, Follow Up Visits, etc.

Required Cancellation Notice: 24 hours

Non-Cancellation Fee: \$50.00

Patient Signature: _____

Print Name: _____

Date: _____

I was not able to obtain the patients acknowledgement of receipt of the Appointment Cancellation Policy upon registration because the patient refused to sign despite good faith efforts.

Employee Signature: _____ Date: _____