

Women's Health Associates Cancellation Policy/No Show Policy For Doctor Appointments

1. *Cancellation/ No Show Policy for Doctor Appointment \$25 Fee*

We understand that there are times when you must miss an appointment due to emergencies or obligations for work or family. 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 or you fail to show up for your appointment you will be charged a twenty-five dollar (\$25) fee; this will not be covered by your insurance company. This fee must be paid prior to making another appointment in the future.

2. *Late to Scheduled Appointments*

We understand that delays can happen however we must try to keep the other patients and doctors on time. **If you arrive 20 minutes past your scheduled time, we will have to reschedule your appointment unless you call ahead and the provider approves.**

3. *Account balances*

We require that patients with self-pay balances or balances after insurance to pay their account balances to zero (0) prior to receiving further services 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 a business office representative with whom they can review their account and concerns. Patients with balances over \$100 must make payment arrangements prior to future appointments being made

Print Name Patient

Signature Patient/Guardian

____/____/____
Date

WHA Employee

Date/Time