



## NO SHOW & CANCELLATION POLICY

Patients who are not able to keep their appointments are asked to provide timely notice of cancellation prior to their appointment time. Patients who fail to give timely notice of cancellations or reschedules multiple times will be charged a fee described below.

**NO SHOWS:** A “no show” is defined as a scheduled appointment that a patient does not keep without giving appropriate 24-hour notice to the clinic.

A “no show” fee will be charged to the patient’s account as follows:

**Appointments:**

- First Occurrence: A \$25 fee will be charged
- Second Occurrence: A \$25 fee will be charged
- Third Occurrence: Dismissed from clinic

**Excisions/Surgery Procedures:**

- First Occurrence: A \$50 fee will be charged
- Second Occurrence: A \$100 fee will be charged
- Third Occurrence: Dismissed from clinic

**Cancellations and Rescheduling:** An appointment or surgery procedure must be cancelled or rescheduled no less than 48 hours prior to the scheduled appointment time. Any of these appointments that a patient has rescheduled **without giving appropriate 48-hour notice** prior to the scheduled appointment will be treated as a “no show” and the above fees will apply.

Patients who fail to pay these fees will not be allowed to schedule future appointments until the fee is paid. If reoccurrence continues, The Woman’s Clinic, P.A. may be forced to dismiss patient from care.

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*I verify I have been informed of the NO SHOW & CANCELLATION POLICY:*

\_\_\_\_\_  
Patient Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Patient Signature