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## APPOINTMENT CANCELLATION POLICY

Dear Patient,

We strive to provide excellent medical care to all of our patients. In order to do so effectively and efficiently, we have developed an appointment system that sets aside ample time for each patient. "No-shows", and late cancellations inconvenience our providers and skilled technicians that come out to our office to provide services. In an effort to reduce the number of such occurrences, we have implemented this policy and it is effective January 01, 2023.

Our policy is as follows:

1. We request you give our office a 24- hour notice in the event you need to cancel or reschedule your appointment. Our phone number is (305) 534-2926.
2. If you miss an appointment/telemedicine visit and do not contact us with at least a 24-hour notice, we will consider this a missed appointment and a **\$50.00** no-show fee will be assessed to you. This applies to late cancellations and "no-shows."
3. Our office sends appointment text reminders and if you are registered for the patient portal, you have access to view all upcoming appointments. ***It is ultimately the patient's responsibility to remember their scheduled appointments.***

This fee will be billed to you directly and is not covered by your insurance. This balance must be paid prior to your next appointment. If you don't have a scheduled appointment, the balance is expected in a timely fashion and if not, will be subject to collections.

We thank you for trusting The Center for Women's Sexual Health and Medicine with your medical care.

***I have read and understand the Medical Appointment Cancellation Policy and agree to the terms of this policy.***

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Signature

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Date

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Printed Name