

SARPY COUNTY OB/GYN, P.C.

NO SHOW AND CANCELLATION POLICY

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.

In the event you schedule an appointment with our practice and either cancel such appointment with less than 24 hours' notice or fail to show up for the appointment, you will be charged a \$50 ("No Show Fee"). If you are a new patient, we will require a credit card number at the time your appointment is made and in the event you do not cancel your appointment with at least 24 hours' notice or fail to show up for the appointment, your credit card will be charged the No Show Fee. If you are an established patient, the No Show Fee shall be billed to your account and due upon receipt of the bill. Please note that the No Show Fee is your personal responsibility and not something that is covered by your health insurance.

If you are an established patient, after the third failure to show up for your appointment, your physician will decide whether to terminate you as a patient. If you are a new patient who fails to cancel your first appointment without at least 24 hours' notice or fails to show up for your first appointment, the physician you were scheduled to see will decide whether to accept you as a new patient or require you to find another physician to provide your medical care.

We do realize circumstances can change at the last minute. If you were unable to keep a scheduled appointment due to extenuating circumstances, please contact our practice administrator who will make the final decision on a waiver of the No Show Fee.

By signing below, I certify that I have read and understand the above No Show Policy.

Signature: _____

Date: _____