

# Vida Gynecology

## ***Cancellation / No Show Policy***

Thank you for trusting your medical care to Vida Gynecology. When you schedule an appointment with Vida, we set aside enough time to provide you with the highest quality care. We understand there are times when you must miss an appointment due to emergencies or obligations for work or family. Should you need to cancel or reschedule an appointment, please contact our office at **864-720-1299** as soon as possible, and no later than 24 hours prior to your scheduled appointment. This gives us time to schedule other patients who may be waiting for an appointment. Please see our Cancellation/No Show Policy below:

- Established patients who fail to show or cancel/reschedules an appointment and has not contacted our office with **at least 24 hours' notice** will be considered a No Show and charged a \$ 25 fee, which is to be paid prior to rescheduling the appointment.
- If a second No Show or cancellation/reschedule with no 24 hours' notice should occur, the patient may be dismissed from Vida Gynecology.
- Any new patient who fails to show for their initial visit will be charged a \$50 fee, which must be paid prior to rescheduling the appointment.
- As a courtesy, when time allows, we make reminder calls for appointments. If you do not receive a reminder call or message, the above policy will remain in effect.

**The fee is charged to the patient and is not a covered charge by insurance companies.**

## ***Scheduled Appointments***

We understand that delays can happen; however, we must try to keep patients and physicians on time.

- **If a patient is 15 minutes past their scheduled appointment time we will reschedule the appointment.**

I have read and understand the Medical Appointment Cancellation/No Show Policy and agree to its terms.

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Signature (patient/Legal Guardian)

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Relationship to Patient

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Printed Name

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Date