

Albany Obstetrics and Gynecology

CANCELLATION AND NO SHOW POLICY

We understand that situations arise that you must cancel your appointment. It is therefore requested that if you must cancel your appointment that you provide more than 24 hours' notice. This will enable for another person who is waiting for an appointment to be scheduled in that appointment slot. With cancellations made less than 24 hours' notice, we are unable to offer that slot to other people.

Patients who do not show up for their appointment without a call to cancel an office appointment or procedure appointment will be considered a **NO SHOW**. Patients who **NO SHOW** are subject to a \$50 fee for office appointments and a \$150.00 fee for procedure appointments. Patients who no show more than 3 times may be subject to dismissal from the practice.

The **NO SHOW** fees are the sole responsibility of the patient and must be paid in full prior to their next appointment.

Please sign that you have read, understand and are in agreement to this no show policy.

Patient Name _____ DOB _____

Signature _____ DATE _____