

Cancellation & No-Show Policy

When scheduling an appointment with Newport Beach OB/GYN, we set aside enough time to provide you with the highest quality care. Should you need to cancel or reschedule an appointment, please contact our office as soon as possible, and no later than 24 hours prior to your scheduled appointment. This allows us to better utilize appointments for other patients in need for prompt medical care.

- We require a 24 hours' notice for appointment cancellations. Any cancellations done less than 24 hours prior to your scheduled appointment, will be subject to a \$50 fee.
- If you fail to arrive to your scheduled appointment, you will be deemed a no show and charged a \$50 fee.
- This fee is charged to the patient, not the insurance company. Payment will be required prior to next scheduled appointment.
- It is patient responsibility to be aware of date and times of scheduled appointments. Appointment confirmations are done as a COURTESY and should not be relied on.

We understand there may be times when an unforeseen emergency occurs, and you may not be able to keep your scheduled appointment. If you should experience extenuating circumstances, please contact our office manager to discuss the fee.

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

Print Name: _____

Signature: _____