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Brian A. Levitt, MD
Board Certified Obstetrics and Gynecology

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ESSURE

NORMAL
AND
HIGH RISK
OBSTETRICS

FERTILITY

GYNECOLOGY

ENDOSCOPIC
SURGERY

ROBOTIC
SURGERY

Late and Missed Appointment Policy

At **Brian A Levitt, MD, LLC**, we put our faith in you to keep your appointment. When we set up an appointment, a specific amount of time is reserved especially for you. Many offices double or even triple book appointments to prevent from being financially damaged as a result of missed appointments. However, double booking does not allow us to give the care and attention needed to provide you the excellent quality medical care that you have come to expect at our practice. For this reason **we chose not to do it.**

We understand that circumstances occasionally occur and you must cancel or change your appointment, it is important that you give our office **at least 24 hours notice** to offer that scheduled spot to someone else. No show appointments are disrespectful to our practice.

Patients that No Show will an appointment will be charged a fee of \$50.

If an appointment is rescheduled or cancelled within the 24 hour window, no charge will be assessed. However, unapproved rescheduled or cancelled appointments going forward will be charged a fee of \$50.

***Late arrival:** When we reserve time for you, we require all of that time to provide you with the best quality care possible. When you are late it decreases our ability to accomplish this. If you arrive more than 15 minutes late, your appointment may be rescheduled in order to meet the needs of those who are on time for their pre-reserved visit. If this happens it will be considered a missed appointment.

I have read the policy above. I understand and agree to abide by the listed terms.

Print Name

Signature of Financially Responsibility Party

____/____/____
Date