



**CANCELLATION AND NO SHOW POLICY**

*Effective June 16<sup>th</sup>, 2014*

Our goal is to provide quality medical care in a timely manner. In order to do so we have had to implement an appointment cancellation policy. The policy enables us to better utilize available appointments for our patients in need of medical care.

If it is necessary to cancel your scheduled appointment, we require that you call at minimum 24 hours in advance of your appointment. Your early cancellation will give another patient the possibility to receive timely medical care.

A failure to present at the time of a scheduled appointment will be recorded in your chart as a “no show”. An administrative fee of \$25.00 will be billed/charged to your account.

**Surgery Cancellation Policy:**

A notice of three (3) business days will be required to cancel a surgical procedure. A fee of \$100.00 will be charged for failure to cancel within the requested time.

While we understand that situations may arise, it is our goal to prevent no show’s that detour our timely patient care to all patients.

We thank you in advance for your cooperation and understanding.

I acknowledge Austin Area OBGYN’s cancellation and no-show policy.

(sign) \_\_\_\_\_ / (Print) \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_