



Late Cancellation, Rescheduling & No Show Policy

Thank you for trusting us with your medical care at Annandale OBGYN. When you schedule an appointment with Annandale OBGYN we set aside enough time to provide you with the highest quality of care. Should you need to cancel or reschedule an appointment please contact our office as soon as possible or 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 Appointment Cancellation/Rescheduling/ No Show Policy below:

- Regular appointments will be \$25 fee, any procedures will be \$100 fee.
- Effective April 1, 2024 any established patient who fails to show and has not contacted our office with at least 24 hours notice will be considered a No show and Charged a \$25 Fee.
- Any established patient who fails to show with no 24 hour notice a second time will be charged a \$50 Fee
- If a third No Show with no 24 Hour notice should occur the patient may be discharged from Annandale OBGYN.
- Any new patient who fails to show for their initial visit may not be rescheduled.
- The fee is charged to the patient, not the insurance company, and is due at the time of the patient's next office visit.
- As a courtesy, we send reminder text messages/calls and emails for appointments. Please provide us with the correct contact information and no family member contact information unless the patient is a minor.

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 the office as soon as possible. You may contact our office during the week between 8AM and 4:30PM. Should it be after regular business hours you can call and leave a message. Appointments can sometimes fall on a Monday, if unable to make it you can call over the weekend and leave a message. Monday first thing in the morning we will take care of the appointment, or if you are active on your Patient portal you may cancel or change your appointment through there. Thank you.

I have read and understand the Medical Appointment Late cancellation/ Rescheduling and No Show Policy and Agree to its terms.

Print Patient Name

Patient Signature

Date