

**Compassionate Care for Women
Dr. Lawson C. Richter, MD**

Cancellation/Missed Appointment Policy

Cancellation/Rescheduling of Appointment:

We require at least 24-48 hours' notice so that your appointment time can be reallocated to someone else, keep that in mind.

-The first time the appointment is rescheduled, we will simply reschedule it to another day and time.

-The second time we are asked to reschedule an appointment we will do so, but also alert the patient that a third reschedule can result in dismissal from the practice.

Appointments are on high demand, and with your early cancellation will give another person the possibility to have access to timely medical care. Late cancellations/reschedules (less than 24 hours' notice) will be considered a "NO SHOW"

***If you are running late the day of your appointment, we do allow a 15min. grace period. More, than 15mins. will result in rescheduling your appointment to a different day and time.

"NO SHOW" policy

A "no show" is someone who misses an appointment without cancelling it 24-48hrs in advance, or who failed to show up to a scheduled appointment. Both will be recorded on the patient's chart as a "no show".

-Remember, there is a fee of \$80 for all "no show" appointments, which will be billed to the patient. The fee will have to be paid prior to services being rendered in the office.

-If you call after hours or on the weekend to cancel an appointment, you can leave a message with the answering service which will be forwarded to our office, but you must leave the message 24-48 hours in advance to avoid the "No Show" fee.

***Confirmation of appointments by Phone or Text message are courtesy only, it is ultimately the patient's responsibility to remember their appointment.

Patient name: _____ DOB: _____
Nombre de Paciente Fecha de Nacimiento

Patient/Guardian Signature: _____ Date: _____
Firma de Paciente o Guardián Fecha