



## NO SHOW POLICY

We, at Physicians to Women, understand that sometimes you need to cancel or reschedule your appointment and that there are emergencies. If you are unable to keep your appointment, please call us as soon as possible. (with at least a 24-hour notice). You can cancel or reschedule your appointment by calling 540-982-8881.

It is very important for you to arrive on time for your appointment so that we have enough time to address your needs. As a courtesy, an appointment reminder call will be made (or attempted) two (2) business days prior to your scheduled appointment. Ultimately, however, it will be your responsibility to arrive at your appointed time.

### PLEASE REVIEW THE FOLLOWING POLICY:

1. Please call us if you will be arriving late to your appointment. You may still be seen if you are up to 10 minutes late.
2. If you will be more than 10 minutes late, please understand that your appointment may be rescheduled when you arrive.
3. If you do not present to the office for your appointment, this will be documented as a “No-Show” appointment.
4. If you have 3 “No-Show” appointments within a one-year time, you will be dismissed from the practice. You will be notified by letter of the dismissal.

Exceptions are made for inclement weather.

I have read and understand Physicians to Women No Show Policy and understand my responsibility to plan appointments accordingly and notify Physicians to Women appropriately if I have difficulty keeping my scheduled appointments.

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Patient Signature

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Date of Birth

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Date

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Parent/Guardian if minor

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Relationship to Patient