

Be Well Women's Health Missed Appointment Policy

THIS POLICY SUPERSEDES ANY PREVIOUSLY SIGNED DOCUMENTS

We are committed to the highest quality of care for all of our patients; therefore, we schedule all appointments in advance and make every attempt to confirm them two days in advance. When we schedule your visit, that time belongs to you and you deserve our undivided attention. For this reason, we do not double book appointments.

However, if you are unable to keep an appointment the following will apply:

We require confirmation of all scheduled appointments. The office will reach out by phone-call, text message, and email. It is your responsibility to notify the office if your contact information changes.

We require a 2-business day notice if you need to cancel or reschedule a confirmed appointment.

\$50 fee will be charged per patient for missed appointments without the required prior notification.

If you exceed three missed appointments within a 12-month period, we will require a \$50 deposit to hold your appointment time. (If you keep the appointment the deposit will be applied to your appointment and/or refunded if insurance covers it. If the appointment is missed, you forfeit the deposit)

Patient Name * First Name Last Name

Date of Birth * Month Day Year

By my signature below, I acknowledge and agree to the missed appointment policy and associated fees.

(signed by patient or authorized representative)

Date * Month Day Year