



1401 Centerville Rd., Suite 202 Tallahassee, FL 32308-4638  
(850) 877-7241 Fax (850) 877-1338

## CANCELLATION / RESCHEDULE / NO-SHOW / LATE POLICY

We thank you for choosing North Florida Women's Care to provide your Obstetrical / Gynecological care. Our goal is to provide you with the highest level of care utilizing the most up to date technologies available to us while remembering that compassion and privacy are of the utmost importance to our organization.

If you need to reschedule or cancel your appointment, there are several convenient options available. You can simply respond to the reminder email, text, or call you received. Alternatively, you can reach out to us directly at **850-877-7241**. For added convenience, you can also use our secure **Patient Portal** to manage your appointments.

If you are unable to keep your appointment, North Florida Women's Care requires 24-hour advance notice of the cancellation or reschedule request. Failure to do so may result in a **no-show fee of \$25 up to \$50**. All appointments for procedures including but not limited to IUD insertions, GYN Ultrasounds, and Colposcopies will have a no-show fee of \$50.

### ALL PATIENTS

1. If you find that you are running late for your appointment (by 15 minutes or more), please make sure to contact our office at 850-877-7241 as soon as possible. It's important to let us know so we can adjust our schedule accordingly. Additionally, please remember to check the address in your appointment reminder, as we have multiple office locations. This will help ensure you arrive at the right place without any confusion.
2. North Florida Women's Care provides appointment reminders via telephone calls, text messages, and e-mail. Therefore, it is highly unlikely that you will not receive your reminder, and our cancellation policy will remain in effect.
3. If you have three or more cancelled and / or rescheduled appointments within a 12-month period, you may be subject to dismissal from the practice.

### NEW PATIENTS

4. First "No Show" Appointment: You will be notified of your missed appointment and requested to reschedule the appointment. You may also incur a "No Show" fee of \$25.
5. Second "No Show" Appointment: You may be subject to dismissal from the practice and may incur a \$25 "No Show" fee.

### ESTABLISHED PATIENTS

6. First "No Show" Appointment: You will be notified of your missed appointment and requested to reschedule your appointment. You may also incur a \$25 "No Show" fee.
7. Second "No Show" Appointment: You will be notified of your missed appointment and requested to reschedule your appointment. You may also incur a \$25 "No Show" fee.
8. Third "No Show" Appointment: You may be subject to dismissal from North Florida Women's Care.

I have read and understand the Appointment cancellation Policy and agree to be bound by its terms.

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Patient Signature

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Date