

*Linda Sewell MD, PC*  
*Excellence in Women's Healthcare*

Cancellation Policy/No Show Policy  
For Doctor Appointments and Surgery

1. Cancellation/No Show Policy for Doctor Appointment

We understand that there are times when you must miss an appointment due to emergencies or obligations for work or family. However, when you do not call to cancel an appointment, you may be preventing another patient from getting much needed treatment. Conversely, the situation may arise where another patient fails to cancel and we are unable to schedule you for a visit, due to a seemingly "full" appointment book.

If an appointment is not cancelled at least 24 hours in advance you will be charged a fifty dollar (\$50) fee; this will not be covered by your insurance company.

2. Scheduled Appointments

We understand that delays can happen however we must try to keep the other patient and doctors on time.

If a patient is 15 minutes past their scheduled time, we will have to reschedule the appointment.

3. Cancellation/No Show Policy for Surgery

Due to the large block of time needed for surgery, last minute cancellations or no show can cause problems both at the hospital and added expenses for the office.

If surgery is not cancelled at least 10 days in advance you will be charged a seventy five dollar (\$75) fee; this will not be covered by your insurance company and must be paid before rescheduling.

4. Account balances

We will require that patients with self-pay balances to pay their account balances to zero (0) prior to receiving further services by our practice.

Patient who have questions about their bills or who would like to discuss a payment plan option may call and ask to speak to a business office representative with whom they can review their account and concerns.

Patients with balances over \$100 must make payment arrangements prior to future appointments being made.

\_\_\_\_\_  
PRINT NAME (PATIENT)

\_\_\_\_\_  
Signature Patient/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff signature

\_\_\_\_\_  
Date

copy to patient  
yes  no