

## **Appointment/Cancellation/ No Show Policy:**

### **Appointments:**

Office visits are by appointment only; please call our office at 301-279-6060. Due to the specialty of our office, the receptionist will ask about the reason for your visit. This helps us schedule you and the doctor's time more efficiently. For all new patients and new pregnancies & consultations, we ask you to please arrive 15-20 prior to your appointment time to allow for new patient paperwork to be filled out and to check you in.

### **Cancellations:**

We would like to thank you for being a patient in our office. We value all our patients and strive to provide the best patient care possible in the most comfortable setting. Please understand that when we schedule your appointment, we are reserving time for your particular needs. We kindly ask that if you must change an appointment, please give us **at least 24 hours' notice**. This courtesy makes it possible to give your appointment time to another patient. We know that your time is valuable; we strive our best to run on time and will you update you if we are running behind. Please also be aware that this office is a High-Risk obstetrics office and sometimes emergencies occur that may cause a delay in the schedule. If you are unable to keep an appointment, we ask that you cancel at least 24 hours in advance.

### **Missed Appointments (Non- Cancelled)**

We understand that occasional missed appointment can occur. When you miss an appointment without cancelling, someone else who could have been seen in your place is delayed unnecessarily. A "No Show/Late Cancellation" is missing an appointment without at least 24 hours before scheduled time. There is a charge for missed and non-cancelled appointment. **Insurance will not pay for this.** The cost is **\$50** for a missed and non-cancelled appointment. No refunds will be given. We ask you to provide a credit card that we will keep on file.

Thank you,

GWMFM Staff