



Williamsburg
Obstetrics &
Gynecology

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MISSED APPOINTMENT POLICY

Our office values your time and our goal is to provide all of our patients with quality care in a timely manner. We make every effort to confirm scheduled appointments. Failure to show for a scheduled appointment, late arrivals and last-minute cancellations can be costly and unfair to other patients.

In order to be respectful of the needs of other patients, please be courteous and call our office no less than **24 hours** prior to your appointment time or you will be charged a \$50.00 missed appointment fee. Each missed appointment is recorded in your medical file. Three missed appointments without a notice will result in your dismissal from our practice.

I have read and understand this policy.

Signature of Patient

Date

Williamsburg Representative

Date

Patient Account #: _____