

Lifespring Women's Healthcare  
1200 SE 28<sup>th</sup> Street, Suite 2  
Bentonville, AR 72712  
(479) 271-0005

## **Cancellation Policy**

Missed appointments are costly to a busy clinic. A 24 hour notice is required, but if you are unable to keep your appointment for any reason, please let us know as soon as possible.

- ◆ Cancellations of a GYN appointment made without a 24 hour notice are subject to a fee of \$50, unless we are able to fill your appointment spot. (Obstetric patients will be subject to the same, but will depend on the type of visit. Each patient will be reviewed and notified.)
- ◆ If you arrive for your appointment more than 15 minutes past your appointment time, you will be considered late. A late fee of \$25 will be charged to your account.
- ◆ If you are more than 15 minutes late your provider may have to reschedule you. This will be per each providers discretion. New patients must be here 30 minutes early, and annual exams should be here 15 minutes early.
- ◆ In order to reschedule an appointment, advanced payment of any cancellation/late fee is required.
- ◆ Please understand that we take pride in the care that we provide. If we have to reschedule you, it is not for our own benefit, but in order to provide you and the patients scheduled around you with adequate and efficient care.

As a courtesy, we will give you a reminder call the day prior to your appointment.

**This cancellation policy will be strictly enforced as of July 1<sup>st</sup>, 2015!!!!**

Print Name: \_\_\_\_\_

Patient Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_