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24 Hour Cancellation/Missed Appointment Policy

Dear Valued Clients,

Each time a patient misses an appointment without providing proper notice, another patient is prevented from receiving care.

We want to continue to give you the best care with convenient times and therefore we have had to implement the following missed appointment/cancellation policy. We love when our schedules are full however as a concierge practice which allots 2 to 4 times as much time to each client over the typical OBGyn practice, when over half our schedules no show or cancels without at least a 24-hour notice, it makes it difficult for us to survive and for our clients who need an appt to be scheduled. Therefore, effective **August 1st, 2017**, we are implementing a 3 tier no show/cancellation policy. For those who do not call within 24 hours of their appt to notify us of cancellations or reschedules the following will happen...

- 1st time: We will gladly waive the no show fee as we understand that things come up so we will give a one-time courtesy of waiving the no show fee the first time the oversight of not being able to give us a 24-hour notification occurs.
- 2nd time: You will be charged **\$100** if you fail to call and cancel 24 hours prior to your scheduled appt.
- 3rd time: If a third No Show or cancellation/reschedule without 24-hour notice should occur the patient may be dismissed from The Wright Center for Women's Health practice.

Thank you for your understanding and cooperation as we strive to best serve the needs of all our patients.

Sincerely,
Dr. Wright and The Wright Center team

By signing below, you acknowledge that you have received this notice and understand this policy.

Printed Name: _____

Signature: _____

Date: _____