

Central Park South Ob/Gyn Associates

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Office Policies on NO-SHOW and Payment Collections

Dear Patient

Please be advised that we require no less than 24 HOURS notice whenever an appointment is cancelled. Patients are billed \$100.00 for NO-SHOW appointments. Insurance companies are not responsible for payment of these bills. In the event that you realize you won't be able to make an appointment during the weekend you should leave a message canceling your appointment. Again 24 HOURS notice is required for cancellations. If you cancel an appointment with receptionists in our office, you should note their name.

Also all payments and co-payments are **DUE AT TIME OF SERVICE** to avoid a \$5.00 surcharge fee.

We thank you in advance for your cooperation.

THIS FORM MUST BE SIGNED BEFORE YOU SEE YOUR PHYSICIAN.

(Please print your name)

(Date)

(Please sign your name)

(Date)

(Signature of witness)

(Date)