



Advanced Women's  
Healthcare

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Obstetrics | Gynecology | Urogynecology | Minimally Invasive Surgery | Infertility

**PHYSICAL THERAPY OR COUNSELING APPOINTMENT LATE CANCELLATION AND NOSHOW POLICY**

Thank you for trusting your medical care to Advanced Women’s Healthcare. When you schedule an appointment with Advanced Women’s Healthcare, we set aside enough time to provide you with the highest quality of care and strive to be respectful of you time as we maintain our schedule as best we can. In return, we ask that you as a patient have that same level of respect and keep your schedule appointment with us and arrive on time. If your schedule changes and you cannot keep your appointment, we kindly ask that you contact the office as soon as possible, no later than 24 hours prior to your scheduled appointment time so we can reschedule your appointment. This will give our office staff time to accommodate other patients that may be waiting for an appointment.

As a courtesy to our patients, we send text message reminders for those patients that have listed a cell phone number. If you would prefer a voice call instead, please speak to the office staff so we can make that update for you. If for some reason you do not receive a reminder concerning your scheduled appointment, the policy below will still remain in effect. Please see our appointment cancellation/No Show Policy listed below.

**Effective November 1, 2020**

If you fail to show or cancel/reschedule your appointment with at least 24 hour notice, we may assess a \$30.00 service charge to your account. This No Show charge is not reimbursable to by your insurance company. You will be billed directly for this fee and it must be paid prior to being seen for any additional appointments by those in our office.

After three No Shows/Late Cancellations, our practice reserves the right to terminate the relationship with you.

We understand that there may be times when an unforeseen circumstance occurs and you may not be able to keep you scheduled appointment. Should it be after regular business hours (4:00 pm) Monday through Friday or on the weekend, it is possible to send our office a non-urgent message through our website at awhcare.com. If you should experience extenuating circumstance, please contact the office manager, who may be able to waive the fee.

I understand the no show/late cancellation policy of AWH as it is explained and that I must cancel or reschedule any appointment at least 24 hours in advance to avoid a potential charge.

\_\_\_\_\_  
Patient Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of patient or Legal Guardian

\_\_\_\_\_  
Relationship to Patient