

**ATTENTION**

**STUDENT HEALTH CENTER CLIENTS**

**NEW POLICY EFFECTIVE AUGUST 28, 2017**

**FOR NO SHOW APPOINTMENTS**

**\$25 CHARGE**

**CLIENTS WHO HAVE AN APPOINTMENT WITH**

**A NURSE PRACTITIONER OR DR. FERGUSON**

IF YOU ARE LATE FOR YOUR APPOINTMENT BY **10 MINUTES OR MORE** YOU WILL BE CONSIDERED AS NOT SHOWING FOR YOUR APPOINTMENT. YOU WILL BE RESCHEDULED AND CHARGED **\$25** FOR THE MISSED APPOINTMENT.

IF YOU CALL TO CANCEL YOUR APPOINTMENT ONE HOUR OR LESS FROM YOUR SCHEDULED APPOINTMENT, YOU WILL BE CHARGED **\$25**.

BE SURE TO GIVE YOUR CELL PHONE NUMBER WHEN YOU ARE SCHEDULING AN APPOINTMENT. IF YOU DO, YOU WILL RECEIVE AN EMAIL REMINDER 24 HOURS BEFORE YOUR APPOINTMENT AND A TEXT REMINDER 2 HOURS BEFORE YOUR APPOINTMENT. IF YOU CANNOT MAKE IT TO YOUR APPOINTMENT AT THE DESIGNATED TIME, PLEASE CALL WHEN YOU GET YOUR REMINDERS SO THAT YOU DO NOT GET CHARGED FOR THE VISIT.