

MISSED APPOINTMENT POLICY

Student Health Services is a very busy clinic and students are waiting for appointment times. You must call to cancel your doctor's appointment or you will be charged on your student account at Registrar's Office.

Cancel your doctor's appointment by calling 519-973-7002, 24 hours a day and 7 days a week.

Leave a message with your name, date and time of appointment that you wish to cancel. Speak clearly. We do not need to know why you are cancelling your appointment.

You will not be charged as long as you call up to one hour before your scheduled appointment. If you have an appointment with the psychiatrist, **24 hour** cancellation notice must be given.

Charges for missed appointments are as follows:

Regular Doctor Visit	\$20.00
Annual Physical Exam	\$50.00
Pap Exam	\$50.00
Counselling Visit	\$50.00
Missed Initial Visit For:	
Birth Control	\$50.00
TB from Health Unit	\$50.00
Pre-Natal	\$50.00
Psychiatrist	\$130.00
Psychiatrist Follow-Up Visit	\$65.00
Travel Consult	\$40.00
3 rd Party Visit	As per quoted amount

The first time a student registers to see a doctor, whether in person or by phone, they are informed that they will be charged for missing an appointment without one hour's notice.

The policy is stated on appointment cards and posted in the medical office waiting room.

If a patient is somewhat late the physician is informed and, if possible, the patient is fit-in with a briefer appointment and no charges.

If there are any questions regarding this information contact Student Health Services at 519-973-7002 or 519-253-3000 Ext 7002.