

## VINSON HEALTH CENTER



### Appointment and No Show Policy

Our goal is to provide quality medical care in a timely manner. In order to do so we have implemented an appointment/cancellation policy. The policy enables us to better utilize available appointments for our patients in need of medical care.

#### **Cancellation of an Appointment:**

In order to be respectful of the medical needs of our students, please be courteous and call our office if you are unable to attend an appointment.

If it is necessary to cancel your scheduled appointment, we require that you call our office by 24 hours prior to your scheduled appointment. To cancel appointments, please call our office at 940-397-4231 and staff will assist you, or email the health center at [vinson@msutexas.edu](mailto:vinson@msutexas.edu).

Cancellations made after the required notice are considered as a “No Show.”

#### **No Show Policy:**

A “no show” is someone who missed an appointment without canceling by the noted requirements. No-show appointments inconvenience the Vinson Health Center and more importantly, displace individual students who need who need access to medical care in a timely manner.

A failure to present at the time of your scheduled appointment will be recorded in the patient’s chart. **A fee of \$25.00 will be applied to your student account for each “No show.”** Three “No Show” appointments for the same illness will result in evaluation of future appointment scheduling by the Director of Vinson Health and may result in permanent loss of appointment scheduling privileges.

We appreciate your will to comply with this policy and look forward to providing quality medical care to you in the future.

Signature \_\_\_\_\_ Date \_\_\_\_\_