

Mahendra Sohan, MD, PC

OBSTETRICS & GYNECOLOGY

Dear Patient:

It is in your best interest, as a patient, to know and understand our **office appointment policies**. Our goal is to provide quality medical care in a timely manner. Due to the high volume of no-show appointments, and cancellations after 24 hours of scheduled appointment, we are updating our policy for no show and late appointments. This policy allows for more efficient use of time and a decrease in wait time for patients who arrive timely. This policy enables us to better utilize our appointment slots to those in need of our medical care. Effective July 23, 2025, we will implement a “no-show” policy which will affect all patients who miss their scheduled appointment or who cancel an appointment with less than 24-hour notice.

A “no show” appointment occurs when patient misses a scheduled appointment with no notice and/ or late notice.

Patient/parent will be charged a \$50.00 no show fee that is patient-responsibility. This fee will be charged to the credit card on file.

Late arrival policy

Established patients arriving more than 15 minutes late for a scheduled well-visit appointment will be rescheduled for another day (if you are running late, please inform the office).

Established patients arriving more than 10 minutes late for a same day sick appointment will be worked in and seen as soon as the schedule allows. **New patients-** please come 15-20 minutes before your scheduled time, to allow time to complete new patient paperwork.

Credit card on file agreement

The credit card on file will only be charged for the purposes described above. We have implemented this policy to better serve our patients. Your credit card information will be securely held for the duration of our professional relationship.

I authorize Mahendra Sohan, MD, PC to charge the \$50 no show fee to the following credit card:

Please circle one: VISA MASTERCARD AMERICAN EXPRESS DISCOVER

Name on Card:

Card Number:

Expiration Date:

3 Digital Security Code (CVV):

Date:

