

***Seasons Midwifery & Birth Center***  
***Informed Consent***  
**Office Policies**

Thank you for choosing us for your health needs. Our goal is to provide and maintain a good relationship with the families we serve. Letting you know in advance about our policies allows for a good flow of communication and enables us to achieve our goal.

Please read this carefully and if you have any questions, please do not hesitate to ask a member of our staff.

**After-Hour Emergencies**

- If you should experience a life-threatening emergency, please call 911 or go to the closest emergency room.
- If you have other after-hours emergencies or an urgent matter that should not wait until office hours, you may contact the midwife on-call by calling our main number. Please call during regular business hours for any non-urgent questions or concerns.

**Late Appointment Arrival**

- We ask that all clients arrive at their designated appointment time. If you do arrive late for your visit, we may need to see other clients before we can see you. Depending on the type of visit, you may be offered an appointment with the nurse instead of the midwife. If you are more than 15 minutes late, you may be asked to reschedule.

**Cancellations and no-shows**

- As a courtesy to other families, we request that you notify us as soon as possible if you need to change your appointment. This allows us to offer that appointment time to another client.
- We understand that sometimes unforeseen circumstances may arise on the day of your appointment. We ask you to give notice as soon as you are able, within 24 hours if at all possible.
- If you have missed your appointments three times and have not cancelled or rescheduled, you may be dismissed from care.

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Printed name

Signature

Date