

NOTICE TO ALL EMPLOYEES

The Escambia County School District Center for Health and Wellness has been experiencing a large number of missed appointments due to “No Shows.” This is having an impact on the number of employees that can be seen on a daily basis. When someone fails to show for their appointment, the time allotted for that appointment may or may not be filled due to the short notice. As a result, other employees may be prevented from getting much needed medical treatment.

To help reduce the amount of “No Shows” the Health Center is experiencing, the District has approved the following policy & guidelines for canceling appointments at the Health Center.

CANCELLATION OF APPOINTMENTS

If the need arises for a last-minute appointment cancellation, please cancel with enough time to allow another School District employee to utilize the newly available appointment slot. If you must cancel your appointment, we ask that you call the health center at least two-hours before your scheduled appointment. Please call the Health Center at (850) 444-3400 to cancel or reschedule your appointment.

NO-SHOW FEE – Employees and Covered Dependents

The demand on the available appointment slots has been overwhelming; however, we have also had a great number of employees/dependents not showing for an appointment and this is greatly reducing the capacity for others to be seen. Therefore, **effective March 1, 2014** for those employees and their dependents who fail to cancel a scheduled appointment at least two-hours before the scheduled time, the employee will be counted as a “No Show” and could be subject to a **\$25.00 No-Show/cancellation fee** for the missed appointment. No-show appointments will be reported monthly to the District.