Randolph-Macon College
Ashland, Virginia

January 2013

Appointment and Missed Appointment Policy

APPOINTMENTS

The Randolph-Macon College Student Health Center is open for Appointments Only Monday-Friday from 8:00am-4:00pm with no appointments scheduled between noon -1:00pm. Appointments can be scheduled by calling 804-752-3041.

Appointments must be made by the student for the student only. The personnel in the Student Health Center will NOT accept an appointment request from parents, friends, roommates, coaches, etc. on behalf of a student.

In the event the Student Health Center is booked for the day's appointments, the student is always given the option to seek care at a local urgent care facility. The names, addresses, and phone numbers of these facilities are listed on the Student Health Center website.

In the event of an emergency, the student should call 911. The Student Health Center is **NOT** equipped for medical emergencies.

In the event the student has a chronic medical condition, asthma or diabetes for example, and the student is experiencing difficulty or urgency with this condition, *it is the responsibility of the student* to convey this information to the Health Center Staff when calling to make an appointment. If there is an emergency with a chronic medical condition, the student should call 911 immediately.

MISSED APPOINTMENTS

Students who make an appointment and fail to cancel the appointment or show up for the scheduled appointment will be charged $5.00 per appointment missed. This will be charged to the student account. The student may cancel appointments by calling 804-752-3041.

Students who fail to show up on time for their appointment and/or miss their appointment will not be rescheduled until the following day.

If the student is more than 15 minutes late for his/her appointment this is considered a missed appointment and the allotted time will be canceled and the student will be charged for a missed appointment.

Acknowledgement of Appointment and Missed Appointment Policy

Please read the aforementioned Policy and return this signed form to the Student Health Center **prior to the start of classes.**

Please print **AND** sign your name on the signature line below.

Fax: 804-752-3776

Address: Randolph-Macon College

Attn: Student Health Center

PO Box 5005

202 Henry St

Ashland, VA 23005

My signature below indicates that I have read and understand the R-MC Student Health Center's Policy on Appointments and Missed Appointments:

(Print)_____ (Signed)_____

Randolph-Macon College Student

(Date)_____

(Print)_____(Signed)_____

Parent or Guardian for Students under 18

(Date)_____