

No Show Policy

Dear Parents,

The following is our office policy when arriving late and missed appointments. If you have questions, please ask one of our front staff for clarification.

If a new patient appointment is missed, the account will be inhibited until someone can explain our no show policy. If two new patient appointments are missed, the patient will not be allowed to come to our practice.

We attempt to confirm appointments, but for various reasons we are not always successful in reaching someone. It is your responsibility to arrive for your appointments on time, even if a call is not made. If you are 15 minutes late for your appointment, you may have to be rescheduled to a later time or date.

When a patient misses an appointment, a call may be made to the home phone number about the missed appointment and to repeat our "no show" policy. If a second appointment is missed, you may receive a call and/or letter stating the policy again. A third missed appointment is grounds for dismissal.

If you cannot make an appointment, please call at least two hours in advance to cancel.

If your insurance allows member billing, you may be billed for 50% of the visit when an appointment is missed.

Patient Name

Patient/Guardian Signature

Date