

~Long Island~ Pediatrics

EFFECTIVE 7/1/23

CANCELLATION & NO SHOW POLICY

Our goal at Long Island Pediatrics is to provide you and your child with convenient, high quality medical care. In order for us to do this, we have found it necessary to implement an appointment cancellation and no show policy.

This policy allows us to make better use of our available appointments for those patients in need of medical care.

Cancellation of an Appointment

*If it is necessary to cancel your scheduled appointment, simply call our office **48 hours** in advance during business hours to cancel.*

Appointment (especially evening and weekend appointments) are in high demand. Your early cancellation will give another child the opportunity to be seen by the doctor.

Walk INS

*We see our patients by appointment and do our best within the limits of circumstances that we can control, to see our patients on time. We feel that patients deserve our attention during the appointment we have reserved for them. We do not allow walk in appointments, as it interfere with our ability to deliver safe medical care in a timely manner to all our patients. To that end, we request that all patients call for an appointment before coming to our office. **We DO have same day sick appointments available.***

*If you arrive at our office without an appointment, you will be charged an additional processing fee of 30.00, **this is a non-covered service and you will be responsible to pay this fee prior to being seen.***

No Show/Same Day Cancellation Policy

A "no show" is someone who misses an appointment without calling in. If you do not show up for your appointment and you do not call to cancel, we will record this in the chart as a "no show". "Same day cancellation" is someone who cancels a previously scheduled appointment without 24 hour notice.

Each time you "no show" you will be notified by telephone that you have failed to show up for an appointment and you will be asked to reschedule your appointment for the next available time slot.

*We do understand that in life events occur that may make it impossible to cancel an appointment or cancel last minute. That is why we will make an allowance of 2 recorded no shows/same day cancellations. Three or more recorded events will incur a **30.00 fee for weekday appointments and \$50 for weekends payable prior to seeing the physician. All no-show fees will be donated to a charity.***

Please note: REPEATED "NO SHOWS" MAY RESULT IN DISCHARGE FROM THE PRACTICE.

I have read and understand the terms of the policy. _____
Date Signature