



## No-Show and Cancellation Policy

1. We value the time we have set aside to see and treat your child. We do not double book appointments. If you are not able to keep an appointment, we will require a 24-hour notice. Any appointments that are modified less than 4 hours before the scheduled time will be considered a no-show. There will be a charge of \$25 for the child's 2<sup>nd</sup> no-show, within the last 12 months.
2. If your child receives a 3<sup>rd</sup> no-show within that same year, there will be a fee of \$150, and your family could possibly be dismissed from the practice as well.
3. If you are late for your appointment (>15 minutes), we will do our best to accommodate you. However, on certain days it may be necessary to reschedule your appointment.
4. We strive to minimize any wait time; however, emergencies do occur and will take priority over a scheduled visit. We appreciate your understanding.
5. Before making an annual physical appointment, check with your insurance company as to whether the visit will be covered as a healthy (well-child) visit and if it is on an annual/calendar plan. Sports physicals done at urgent care centers or minute clinics will often count as your annual physical. Please be sure to contact your insurance company to confirm.

**I have read and understand this office policy and agree to comply and accept the responsibility for any payment that becomes due as outlined previously.**

**Patient Name(s):** \_\_\_\_\_

**Responsible Party Member's Name:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_