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Diplomate American Board of Pediatrics

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**Cancellation / No Show Policy for Appointments**

1. Cancellation/No show policy for appointment:

We understand that there are times when you have to miss an appointment due to emergencies or obligations for work or family. However, when you do not call/text to cancel an appointment, you may be preventing another patient from getting much needed treatment.

**If an appointment is not cancelled at least 24 hours in advance you will be charged a twenty dollars (\$20.00) fee; This will NOT be covered by your insurance company.**

2. Scheduled Appointments:

We understand that delays can happen, however we must try and keep the other patients and doctor on time. Please call the office if you are going to be late beyond 15 minutes for your appointment.

3. Account balances:

We will require that all patients' balances on their account be zero (\$0) prior to receiving any further services by our practice.

If you have any questions on bills or you would like to discuss a payment option plan, you may ask to speak with the billing department prior to your child's visit

Patient's Name \_\_\_\_\_ DOB: \_\_\_\_\_

Parent/Guardian's Name \_\_\_\_\_ Date: \_\_\_\_\_