

NO SHOW/MISSED APPOINTMENT POLICY

EFFECTIVE 1-17-2020

We, at Anniston Pediatrics, understand that sometimes you need to cancel or reschedule your appointment and that there are emergencies. If you are unable to keep your appointment or if you are going to be 15 minutes or more late, please call us as soon as possible (with at least a 24-hour notice).

To ensure that each patient is given the proper amount of time allotted for their visit and to provide the highest quality care, it is very important for each scheduled patient to attend their visit on time. As a courtesy, an appointment reminder phone call, text, and email is made/attempted one (1) business day prior to your scheduled appointment. However, it is the responsibility of the parent/guardian/patient to arrive for their appointment on time.

PLEASE REVIEW THE FOLLOWING POLICY:

1. Please cancel your appointment with at least a 24 hours' notice: This will allow us to schedule a sick child sooner rather than later.
2. If less than a 24-hour cancellation is given this may be documented as a "No-Show" appointment.
3. If you do not present to the office for your appointment, this will be documented as a "No-Show" appointment.
4. After the "No-Show/Missed" appointment, you will receive a phone call or letter warning that you have broken our "No-Show" policy. Anniston Pediatrics will assist you to reschedule this appointment if needed.
5. If you have 5 "No-Show/Missed" appointments within a one-year time period, dismissal from the practice will be considered. ***You will be notified by letter if the dismissal was approved.**

I have read and understand Anniston Pediatrics No Show/Missed Appointment Policy and understand my responsibility to plan appointments accordingly and notify Anniston Pediatrics appropriately if I have difficulty keeping my scheduled appointments.

Patient Name

Date of Birth

Date

Patient Signature or Parent/Guardian if minor

Relationship to Patient

Staff Signature

Date