

APPOINTMENT CANCELLATION POLICY

Because in our medical opinion it is necessary for your child to have continued medical care, including regular checkups, we feel our present appointment policy must be changed. The changes are as follows:

- 1) We ask that you call our office twenty-four (24) hours prior to your appointment time to cancel an appointment. With your prompt cancellation, we will be able to bring another child in need of an appointment into the office. Failure to cancel your appointment will mean that your account will be noted as *Appointment- No Show* for the day of the scheduled visit.
- 2) Should you be noted *Appointment –No Show* for a second time, you will be charged a **\$50.00** fee to cover our expenses for this appointment time. Patients failing to cancel their appointments are a great loss of revenue to any medical practice, and we must recapture this lost revenue.
- 3) The third (3rd) infraction of *Appointment –No Show* will result in your termination. We will terminate our doctor-patient relationship, and ask that you seek another physician for your child's medical needs. We will be available for "sick appointments only" for a period of time.

These changes will go into effect on August 1, 2004. Thank you for your understanding and cooperation.

