



### **NO SHOW APPOINTMENT POLICY**

We, at OakLeaf Pediatrics (OLP), understand that sometimes you need to cancel or reschedule your appointment and there are emergencies. If you are unable to keep your appointment, please notify us as soon as possible.

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 call to you is made/attempted 1 business day prior to your scheduled appointment. However, it is the responsibility of the patient to arrive for their appointment on time.

#### **PLEASE REVIEW THE FOLLOWING POLICY:**

1. Please cancel your appointment with at least **24 hours notice**: There are other patients waiting to see OLP clinician's and we would like to shorten the time they have to wait.
2. If **less than a 24 hour** cancellation is given this will 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 first "No-Show" appointment, you will receive a phone call notifying you that you have violated our "No-Show" policy. We will assist you to reschedule this appointment if needed.
5. If you have **2** "No-Show" appointments within a one year time period, you will receive a warning letter from our office.
6. If you have **3** "No-Show" appointments within a one year time period, you will be dismissed from the practice.

I have read and understand OakLeaf Pediatrics "No-Show" policy and understand my responsibility to plan appointments accordingly and notify OakLeaf Pediatrics appropriately if I have difficulty fulfilling my scheduled appointments.

\_\_\_\_\_  
Patient Name

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Date

\_\_\_\_\_  
Patient Signature or Parent/Guardian if minor

\_\_\_\_\_  
Relationship to Patient