

HOMETOWN PEDIATRICS MISSED APPOINTMENT POLICY

We ask that our patients be respectful and courteous to fellow patients, our providers, and staff schedules. If you are unable to keep your scheduled appointment, we ask that you give our practice at least a 4-hour notice when needing to reschedule or cancel an appointment, when possible. Failure to reschedule your appointment or notify our practice at least 4 hours prior to the scheduled appointment you will be considered a no show. Three no shows in one calendar year may result in your child being dismissed as a patient from our practice.

- One missed appointment may result in a text message about your missed appointment and a copy of the missed appointment policy.
- The second missed appointment may result in a text message about your 2nd missed appointment and a copy of the missed appointment policy.
- The third missed appointment may result in a text message about your missed appointment, a copy of the missed appointment policy and a dismissal notice mailed to address for the patient, and any other child/children registered under that guardian as a patient at our practice. A third no-show appointment may result in referral to a patient care coordinator, if applicable.

LATE POLICY: We ask that all patients arrive 15 minutes early for their scheduled appointment time. This allows time for the receptionist to update any necessary information and complete the check-in process. If you arrive 15 minutes late or more to your appointment, you will be considered a no show and asked to reschedule your appointment unless the provider's schedule can still accommodate you. If your scheduled provider cannot accommodate a late arrival, you will be asked to reschedule or worked in with the first provider available. Priority will be given to patients who arrive on time.

Thank you for being understanding and respectful of this policy, our staff, and other patients.

Patients name: _____ Date of birth: _____

Guardians signature: _____ Date: _____