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# Pediatric

In Loving Memory of  
 Samuel Smith, M.D.

Yvonne M. Funcke, M.D.  
 Gina D. Montion, M.D.  
 Marianne Borch-Christensen, M.D.  
 Cathy Kelley, P.A.-C.  
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 Lisa Drummond, PNP  
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"We Care For Kids"

## PEDIATRIX APPOINTMENT NO-SHOW POLICY

As a result of excessive Appointment No-Shows, Pediatric has decided to establish a No-Show Policy. This policy is designed to insure Pediatric can give service to as many patients as possible, and is in no way designed to be punitive to patients/parents who have been, or are, responsible when it comes to scheduling and keeping their appointments.

**Appointment No-Show Definition:** Any time a patient has an appointment scheduled and either does not come in for the appointment, or cancels an appointment less than one hour prior to their scheduled appointment.

- An appointment cancelled more than one hour before the scheduled time is not considered a No-Show.
- Exceptions will be few and limited to TRUE EMERGENCIES.

**First Appointment No-Show:** No action is taken by Pediatric, but the event will be noted in the patient's chart.

**Second Appointment No-Show:** A letter will be sent to the patient/guardian and their insurance documenting they have had two incidences of not coming in for a scheduled appointment. The event and a copy of the letter will be noted in the patient's chart.

**Third Appointment No-Show:** The patient/entire family will be discharged from Pediatric, and a discharge letter will be sent to the patient/guardian and their insurance. The event and copy of the discharge letter will be noted in the patient's chart.

NOTE: Pediatric does not reinstate families which have been discharged from the practice.

## LIST EACH CHILD IN YOUR FAMILY

Name of Child	Date of Birth	Patient # (Office Use Only)

Signature of Parent/Guardian

Relationship to Patient

Date