



Missed/Late Appointment Policy

Effective June 1, 2024

In order to keep on schedule and to be able to see all of our patients that made appointments in any given day, we need families to make every effort to be on time. This means arriving 10 minutes **prior** to your appointment time to fill our appropriate paperwork. Missed appointments or late arrivals translate to delayed care for our patients.

If you make an appointment and do not call to cancel at least **2 hours before a sick visit, 24-hour before a well visit/checkup, and 24-hour before ancillary service (Speech)**, you will be charged a fee.

If you are **10 minutes late** for your well visit or non-urgent appointment, we consider this a missed appointment and you will be rescheduled. We are sorry for the inconvenience, but we want to make sure that we have the time and space on our schedule to see all of our patients.

Families with more than **5 (five)** missed appointments or late cancellations or a combination of these may result in discharge from the practice.

Schedule of fees:

MISSED APPT TYPE	FEE
Sick Visit without 2-hour notice prior to appt	\$30.00
Well Visit/Checkup without 24-hour notice prior to appointment	\$50.00
Speech Visit without 24-hour notice prior to appointment	\$75.00