

Lansing Pediatric Associates Missed Appointment Policy Acknowledgement

Keeping scheduled appointments is very important to your child's health and to the physician's schedule.

Unless your provider specifically tells you otherwise, (in accordance with the American Academy of Pediatrics) we expect to see your child for well visits as follows:

- | | | |
|----------------------------|---------------------|-----------------------|
| 1. 1 to 3 days after birth | 5. at 6 months old | 9. at 18 months old |
| 2. at 1 month old | 6. at 9 months old | 10. at 24 months old |
| 3. at 2 months old | 7. at 12 months old | 11. at 3 years old |
| 4. at 4 months old | 8. at 15 months old | 12. yearly after that |

For both sick and well visit appointments, we block your Doctor's schedule with your child's name. Therefore, no other child can have your time. By the time we recognize that an appointment is not being kept, it is too late to have another child fill that allotted time. Therefore, we have implemented a missed appointment policy.

If you have any type of appointment scheduled that you do not need or cannot keep, we require that you call in advance to cancel it. Doing this allows us to use that appointment time for another child. For a sick child visit, we ask that you call as soon as possible once you know you will not need the appointment. **For all other appointment types, we require at least 24 hours advance notice for cancellation.**

Should an appointment be missed without appropriate cancellation notice, we will charge a **\$50.00** missed appointment fee. You will be responsible to pay this fee, as it is not billable to insurance companies. If we find there is still a problem with missed appointments after that, we will need to re-evaluate the patient/physician relationship.

I understand the above missed appointment policy:

Parent/Guardian Signature

Date

Please list child(ren)'s names below:

Child(ren)'s date of birth

2-2005

White-office copy Yellow-patient copy

M.A.P.