



### **Appointment Cancellation/No show policy**

Thank you for trusting your medical care to Arlington Prime Pediatrics. When you schedule an appointment with us, we set aside enough time to provide you with the highest quality care. Should you need to cancel or reschedule an appointment, please contact our office as soon as possible, and no later than 24 hours prior to your scheduled appointment. This gives us time to schedule other patients that may be waiting for an appointment. Please see our appointment cancellation/No Show policy below.

- Effective March 1, 2023 any established patient who fails to show or cancels/reschedules an appointment and has not contacted our office within at least 24 hours will be considered No Show and charged a \$25.00 fee.
- Any established patient who fails to show or cancels/reschedules with no 24-hour notice a second time will be charged \$50.00 fee.
- If a third No Show or cancellation/reschedule with no 24 hour notice should occur the patient may be dismissed from Arlington Prime Pediatrics.
- Any new patient who fails to show for their initial visit will not be rescheduled.
- The fee is charged to the patient, not the insurance company, and is due at the time of the patient's next visit.
- As a courtesy, when time allows, we make reminder calls for appointments. If you do not receive a reminder call or message, the above policy will remain in effect.

We understand there may be times when an unforeseen emergency occurs and you may not be able to keep your scheduled appointment. If you should experience extenuating circumstances please contact our Office Manager, who may be able to waive the No Show fee. You may contact Arlington Prime Pediatrics 24 hours a day, 7 days a week at (817)468-3911. Should it be after business hours, you may leave a message. Thank you for your consideration.

\_\_\_\_\_  
Patient Name (Please print)

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

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date