

**Westerville Pediatric Specialists, Inc. and Sunbury Mills Pediatrics
Missed Appointments Policy**

Here at Westerville Pediatric Specialists, Inc., it is our goal to provide quality care to our patients and families. It is important to recognize the length of the appointment time slot varies to allow the physician or nurse practitioner enough time to spend with your child.

Please call our office 2 hours prior to cancel a sick appointment. Call at least 24 hours prior to your child's well check-up or recheck appointment. We ask this of you so that another patient who needs an appointment can use a cancelled appointment time slot.

We have implemented the following **non-cancelled** Missed Appointments Policy therefore, your account will be subject to the following:

- ▶ \$40 charge for each non-cancelled missed appointment per child
- ▶ No longer be able to schedule early morning, evening, or Saturday appointments for well child or rechecks (only sick will be scheduled)

Please be advised that excessive, **non-cancelled** missed appointments will result in review of your account and in possible dismissal from our office.

We appreciate your understanding and will be happy to answer questions that arise. Thank you.

Print name

Signature

Date