



4684 Wenmar Dr
Saginaw, MI 46804
Ph: 989.793.1095
Fax: 989.793.7649

Cancellation/Missed Appointment Policy

Rescheduling Appointments

We understand that you may sometimes need to reschedule appointments. This appointment time has been set aside for your child, and thus unavailable to other patients. If you need to reschedule, please call our office at least 24 hours in advance.

Missed Appointments

Appointment reminder calls are a courtesy. Should you not receive a reminder telephone call, it is still your responsibility to remember your appointment

If you miss an appointment, a missed appointment (No Show) will be recorded in your child's record. If you are more than 10 minutes late for an appointment, the appointment may have to be rescheduled if there is not enough time to complete the exam. (This will also be recorded as a missed appointment in the record.) Missed appointments result in lost time that could have been used to provide care to other patients.

If you have two missed appointments (No Shows) during the past 6 months, you will receive a warning letter regarding our Missed Appointment Policy. If there is a third missed appointment, your family will be discharged from the practice.

I have read and understand the Cancellation/Missed Appointment Policy

Parent/Guardian Signature

Date

(Child's Name)