



NO SHOW POLICY / Prescription Refills / Form completion

As of May 1, 2012 we will enforce our No Show Policy. If you do not call our office to reschedule or cancel your appointment and fail to show at the appointment time, you will be charged a \$25.00 No Show fee. Notifying us in advance if you are unable to keep your appointment allows us to offer the time to another child. Failure to No Show three (3) times will result in dismissal of your child from our practice.

Our office requires 3-4 days to process prescription refill requests or for forms to be completed by our providers. Please call in advance of your child running out of medication to request a refill. If you drop off a form such as a Kindergarten physical form, daycare medical form, school medication administration form, etc. please also allow 3-4 days for completion. Always bring these forms to visits when possible.

Thank you for your cooperation! If you have any questions or concerns on this policy please contact our Practice Manager.

(Child Name)

(Child Date of Birth)

(Parent / Guardian Signature)

(TODAY'S DATE)