

## LATE ARRIVAL /CANCELLATION/ “NO SHOW” POLICY

At Harbor Pediatrics we care about your child’s health. One of the ways we can meet your child’s healthcare needs is to provide appointments in a timely manner, many times within the same day. In order to provide these same day appointments, we have the following **late arrival/late cancellation/ “no show” policy**.

**We ask that you notify the receptionist at least four (4) hours in advance when you are unable to keep your scheduled appointment.**

**Our policy states:**

- If you are more than **10 minutes** late for your appointment, you may be asked to reschedule.
- Two (2) “no show” appointments within a twelve (12) month period will result in a charge of **\$50.00** for the appointment missed and for all missed appointments from that point on.
- Three (3) missed appointments within a 12 month period **may** result in your family being dismissed as patients from our clinic.

Our clinic scheduled your appointment and reserved time for you in good faith. Please assist us in our goal by adhering to this policy.

If you are unable to keep your scheduled appointment we want to remind you of the importance of follow up treatments, as indicated by your physician, if your condition has not improved.

**I have read and understand the above information.**

\_\_\_\_\_  
Parent or guardian signature

\_\_\_\_\_  
Child’s Name (please print)

Date: \_\_\_\_\_



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