We value you as our patient and need your cooperation in keeping your appointments so that we can provide care to your child. No-showing/canceling an appointment means we cannot fill this appointment with another patient who needs our care.

Our policy requires:

**Appointment confirmation:** We require a response three business days prior via verbal, email, or text. If confirming verbally via phone, this must be done by 3:00. You are responsible for confirming your appointment; if you do not confirm your appointment, another patient will be given the time slot.

**Timely Cancellation:** If you need to cancel or reschedule your appointment, you must give at least 24 hours notice. Cancellations made with less than a 24-hour notice will be considered a no-show.

**On-Time Arrivals:** Please arrive 20 mins before your appointment time.

**Compliance:** Developmental Pediatrics’ policy is to monitor and manage patient appointment no-shows to ensure we provide adequate care to the families we serve.

An automatic dismissal is two no-shows for an initial new patient visit or **ANY** psychology consultation, testing, or feedback visit.

Three no-shows in one year, **NOT** consecutive in any combination of appointment types, i.e., follow-up, new patient, testing, is an automatic dismissal.

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Patients or Parents/ Guardian Signature

Date

Created on 06/06/2023 FW