



LATE POLICY

Understanding that life is not always predictable, and in an effort to respect the appointment times of all of our patients, we have implemented the following late policy:

1. If you are up to 15 minutes late for the scheduled visit, we will work you into the provider's schedule.
2. If you arrive later than 15 minutes after your scheduled appointment, you will be seen at the first available appointment time with the available provider. If no appointments are available for that day, you may be asked to reschedule.
3. If you arrive 15 minutes late to the scheduled sick appointment, the appointment may be rescheduled.

Please call ahead if you are running late, we will make every effort to accommodate you. If you need to cancel an appointment, we require a phone call 24 hours prior to your **scheduled** appointment. These appointments include, but are not limited to: well child exam, asthma exam/recheck, ADHD consultation/recheck, recheck of illness, and/or behavior consultation. Please remember that your appointment time has been reserved for you. There is a \$85.00 fee for any appointment you miss or fail to cancel 24 hours prior to your **scheduled** appointment. Same day sick/injury appointments require a 4 hour cancellation notice. Once three failed appointments have occurred **within** the family, a reminder letter will be mailed. If an additional appointment is failed, then continuation of care at *Kids First Pediatrics* may be terminated at the office's discretion.

MINORS

Anyone under the age of 18 must have a parent present at all well check up and immunization visits. A release to treat a minor form signed for the day of the appointment will be accepted for sick appointments only.

Anyone under the age of 12 can not be left unattended in the waiting room.

Thank you for your understanding.

Steven Kovar, M.D.
Kristine Liberty, M.D.
Jessica Ciszek, M.D.
Taryn A. Vrasich, CPNP-PC
Ashley Walsh, CPNP-PC

Print name of patient

Print name of responsible party

Signature of patient/responsible party

Date