

# Appointment and No Show Policy

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Our office functions by appointment only. Blocks of time are reserved daily for your child's appointment. Walk-in appointments are discouraged but will be accommodated when possible.

## Appointments

To make an appointment, please call 512-582-1201. Telephone hours are Monday through Friday 8:15 a.m. to 12: p.m. and 1:30 p.m. to 5:00 p.m.

We can usually accommodate same day appointments with the exception of well child exams. Every effort is made to insure that your child receives prompt care.

## Cancellations and No Shows

Due to patients not showing up for their respective appointments, we have instituted the following policy:

- Appointments need to be cancelled 24 hours in advance. This will allow us to accommodate other children.
- Patients with 3 missed appointments in a calendar year may be subject to termination from the practice. Continuity of care for your child is important to us. When your child misses their appointment we are unable to provide quality continuous care.

I have read and understand this policy and agree to abide by its guidelines. A copy of this form will be maintained in the chart.

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Responsible Party

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Date