



PEDIATRICS

Dr. Shahzad A. Sheikh, M.D., F.A..A..P
Pediatric and Adolescent Medicine

NO SHOW/MISSED APPOINTMENT POLICY

We, at Kid Doc Pediatrics, understand that sometimes you need to cancel or reschedule your appointment and that there are emergencies. If you are unable to keep your appointment, please call us as soon as possible (with at least a 24-hour notice). You can cancel appointments by calling the following number: 210-492-0900

To ensure that each patient is given the proper amount of time allotted for their visit and to provide the highest quality care, it is very important for each scheduled patient to attend their visit on time. As a courtesy, an appointment text reminder is made/attempted one (1) business day prior to your scheduled appointment. However, it is the responsibility of the patient to arrive for their appointment on time.

PLEASE REVIEW THE FOLLOWING POLICY:

1. If less than a 24-hour cancellation is given this will be documented as a "No-Show" appointment.
2. If you do not present to the office for your appointment, this will be documented as a "No-Show" appointment.
3. For each "No-Show/Missed" appointment, you will be assessed a \$25.00 no show fee.
4. If you have 3 "No-Show/Missed" appointments within a one year time, Dismissal from the practice will be considered. **You will be notified by letter if the dismissal was approved**

I have read and understand KID DOC PEDIATRICS No Show/Missed Appointment Policy and understand my responsibility to plan appointments accordingly and notify Kid-Doc Pediatrics appropriately if I have difficulty keeping my scheduled appointments.

Patient Name

Date of Birth

Date

Patient Signature or Parent/Guardian if minor

Relationship to Patient

Staff Signature

Date