



Pediatric No-Show Policy

- This policy refers to appointments scheduled in advance with the office such as well visits, medication checks, follow ups, and same day sick appointments.
- If a patient is unable to keep their appointment, they are required to cancel their appointment with an appropriate prior notice of at least 24 hours. If this is not done, a \$50 fee may be charged to the patient, payment for which would be due immediately and prior to the next scheduled appointment.
- If you are late for your scheduled appointment by 15 minutes or more, it is considered a no-show and the appointment must be rescheduled.
- If the missed appointment was for a new patient, the appointment will not be rescheduled with any of our providers and the patient along with any siblings will be discharged from our practice.
- After 2 missed appointments **within the past 24 months (2 years)**, a warning letter and a copy of our no-show policy will be sent by mail to the parent or guardian. The letter will inform them that if a 3rd appointment is missed it may be necessary to discharge the patient and any other pediatric patients (siblings) within their family from the practice.
- Upon a 3rd missed appointment, the parent or guardian will be sent a letter of discharge by certified mail as well as a medical record release form.
- We will be available to treat the child and any siblings for 30 days on an emergency basis only, after which he or she must access care from another provider.
- After 30 days has passed, the patient's and siblings' charts will be marked as inactive and they will not be able to receive care from any pediatrician at Aquidneck Pediatrics, LLC.

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