



Pediatric No-Show Policy

- This policy refers to appointments scheduled in advance with the office such as well visits and medication checks, not same day sick/rash/injury appointments.
- If an appointment is missed without a phone call at least 24 hours prior to the appointment, a \$25 fee may be charged to the parent or guardian.
- After 3 missed appointments, 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 fourth appointment is missed it may be necessary to discharge the patient and any other pediatric patients (siblings) within their family from the practice.
- Pediatric staff will also call the parent and attempt to inform them of this by phone.
- The pediatrician will be notified and then decide regarding discharge if a 4th appointment is missed.
- Upon a fourth 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.

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