

Account #: _____



Pediatric Medical Group
OF SANTA MARIA, INC.

Pediatric Medical Group's "NO SHOW" Policy

Pediatric Medical Group of Santa Maria is dedicated to providing excellent patient care. Appointments that are missed hinder our ability to provide the highest quality of care possible.

Effective May 1, 2014, if a patient is unable to keep an appointment; they are asked to contact the office 24 hours prior to the appointment time. If an appointment is not kept, or not cancelled, it will be considered a "NO SHOW".

- After **3** "NO SHOW" appointments beginning May 1, 2014 on a guarantor's account, the guarantor has two choices:
 1. Pay a \$20 missed appointment fee. Every missed appointment after that will be charged an additional \$20 missed appointment fee.
 2. Or the guarantor and all patients on the account will be dismissed from Pediatric Medical Group and required to find another pediatrician. If Guarantor chooses to be dismissed there will be no charge.
- If the Guarantor chooses to leave our practice and a patient's insurance carrier has assigned the patient to our office, the insurance carrier will be contacted to have patient reassigned to another primary care physician's office.

As a courtesy, our office will attempt to contact the patient/parent of their appointment the day prior. However, if we are unable to make contact, it is still the obligation of the patient/parent to keep or cancel the appointment.

The intent of this policy is to prevent delays in care and utilize physician's time more efficiently by reducing unused appointment slots, and making those times available to other patients.

We appreciate you respecting and adhering to our practice's "NO SHOW" policy.

I have read and understand Pediatric Medical Group's "NO SHOW" policy. I also understand that if I do not agree to this policy that I can request my child's insurance carrier to assign my child to another Primary Care Physician's office if applicable.

Account Guarantor Signature

Date

Account Guarantor Name