

PEDIATRICS

Dr. Shahzad A. Sheikh, MD, FAAP
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 (minimum 24-hour notice). You can cancel appointments by calling the main office number at 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. We do allow for a 15-minute grace period past your appointment. If you arrive late, it is up to the discretion of the office if the appointment needs to be rescheduled.

Please review the following policy:

- » If less than a 24-hour cancellation is given, this will be documented as a “No-Show” appointment
- » If you do not present to the office for your appointment, this will be documented as a “No-Show” appointment
- » For each “No Show/Missed” appointment, you will be assessed a \$25 fee. This is not billed to your insurance.
- » If you have 3 “No Show/Missed” appointments within a 12-month time, dismissal from the practice will be considered. You will be notified in writing if the dismissal was approved.

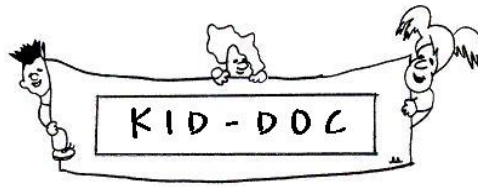
I have read and understand Kid-Doc Pediatrics No Show/Missed Appointment Policy and understand my responsibility to plan appointments accordingly. I will notify Kid-Doc Pediatrics appropriately if I have difficulty keeping my scheduled appointments.

Patient Name
Today's Date

Date of Birth

Patient/Parent Signature (if minor)

Relationship to patient



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Staff Signature

Date

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