



No Show Policy

Purpose

The purpose of this no-show policy is to outline what is considered a “no-showed” appointment and the corrective actions associated with the terms of this policy. This is determined by management and Providers of Village Pediatrics to best serve our patients in an efficient manner.

Policy

There is a minimum of 3 hours' notice required for all appointment cancellations. If we are notified less than 3 hours' notice, this is considered a missed appointment or “no-show.”

If we do not receive any notice of cancellation and you do not attend your scheduled appointment, this is also considered a no-show.

Disciplinary Action Steps

If there are 3 missed or no-showed appointments in 1 year period, collectively in any families, this may result in discharge from our practice.

Village Pediatrics acknowledges that emergencies may arise which prevents you from notifying us in the required time outlined above. These special considerations will be reviewed by management and Providers and decided upon on a case-by-case basis.