



Cancellation and No-Show Policy

San Diego Pediatrics understands that there are times when you must miss an appointment due to an emergency or unforeseen obligation for work or family. However, when you do not call to cancel, missed appointments result in our not being able to schedule other children who need appointments.

We need your help in providing the highest quality and most efficient care possible for all of our children.

Please notify the office as soon as possible if you are unable to keep any scheduled appointment. **Any appointment that is not canceled one business day prior to the scheduled appointment time will be considered a no-show.** There will be a **\$25 fee** for all no-shows and last minute cancellations. This fee is not billable to insurance and must be paid in full prior to scheduling any further routine appointments.

There is a voicemail box for rescheduling and/or cancelling appointments that can be accessed through San Diego Pediatrics' main phone line (619)583-6133. This mailbox timestamps all messages and is monitored throughout the day. Please leave us a voicemail if you are unable to reach a person.

Please note that excessive missed appointments may result in dismissal from the practice.

Thank you in advance for your cooperation!

I have read the above policy and understand that I will pay San Diego Pediatrics the sum of \$25 in the event that I fail to cancel or reschedule any appointment at least one business day prior to my scheduled appointment time.

Signature of Parent or Legal Representative

Date

Printed Name of Parent or Legal Representative

Name of Patient(s)