

## Athens Kids Specialists, PC

1500 Oglethorpe Ave, Suite 100  
Athens GA 30606  
Tel 706-543-9899/Fax 706-613-3995

## Missed Appointment Policy

Dear Parent,

Our policy on missed appointments is as follows: **“If your child is unable to keep an appointment, please call us 24 to 48 hours prior to your child’s appointment to cancel or reschedule. After 3 missed appointments you will be asked to seek medical care elsewhere.”**

As a courtesy, our practice calls to remind patients of their appointments. If you do not receive a call from our office it is because your contact information may have changed and the new information was not provided to us. Please call us at 706-543-9899 to reschedule your child’s missed appointment and to update your information.

If you call to notify us that your child cannot make his/her appointment, this appointment will be made available to other patients. Thank you for your cooperation.

### **Acknowledgement of No Show Policy**

I hereby acknowledge receiving Athens Kids Specialists, PC’s policy on missed appointments. I understand that I must call the clinic 24-48 hours beforehand to cancel/reschedule my child’s appointment if my child is unable to keep it. I further understand that the clinic may dismiss my child from the practice for frequent missed appointments.

Name of patient(s): \_\_\_\_\_

\_\_\_\_\_  
Parent/ Guardian Signature

\_\_\_\_\_  
Date