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As a result of dramatically increased numbers of "No-Show's" for appointments, McKinney Pediatrics will begin strictly enforcing our office policy regarding "No-Show's".

McKinney Pediatrics policy regarding a "No-Show" is as follows:

- **Call ahead if you are late or unable to make your appointment time.** We will do all that we can to accommodate your child's appointment and to minimize the need to reschedule your appointment - calling us will help with our time management. Our reminder call system allows for an indication for your need to reschedule, McKinney Pediatrics will accept this notification in lieu of a phone call, if it is after business hours.
- **Late arrivals (more than 15 minutes after scheduled appointment) will be offered the next available appointment.** While we will do all that is possible to accommodate requests, the first-available appointment may *or may not* be on the same day the appointment was missed.
- **A "No Show" will be documented in your child's record and is used to track missed appointments.** Three "No Show" appointments within a six (6) month rolling time period (without calling at least 3 business hours prior to the appointment time) will result in dismissal from McKinney Pediatrics and notification to your insurance carrier. McKinney Pediatrics will NOT send out reminders of no-shows, the courtesy of a phone call is all we ask.
- **Remember: appointments canceled more than 3 business hours prior to when they were scheduled will not incur a "No-Show".**

By signing below you acknowledge notification and understanding of McKinney Pediatrics policy on No-Show appointments.

Signature _____ Date _____