



APPOINTMENT AND “NO SHOW” POLICY

Fonseca Pediatrics, LLC desires to provide timely and accessible care to all our patients. We will make all the efforts to accommodate your scheduling needs, in return we ask for your cooperation keeping your scheduled appointments and arrive on time.

To be respectful of other patient’s medical needs, if you are unable to keep an appointment call the office promptly. The time slot can be offered to someone who is in need of care.

CHECK-IN POLICY

All patients are asked to arrive 15 minutes prior to their scheduled appointment time, to complete the practice’s required forms, obtain or update the necessary demographic data and insurance information. We encourage all patients to go to our website to print and fill out the forms.

INITIALS

LATE POLICY

If you are late for your appointment, please call the office promptly, this way we will determine whether or not you need to rescheduled. Remember you have 15 minutes after your appointment time.

INITIALS

NO SHOW POLICY

A no show fee of \$25 will be applied to your account for miss appointments or cancellation in less than 24 hours to your child’s appointment.

INITIALS

If your child has 3 or more no shows in a 12 months period, your child may be discharged from our practice.

Last minute cancellations will be evaluated in a case by case basis and could be considered “no show” at our discretion.

Name of Father, Mother, legal guardian:_____

Signature of Father, Mother, legal guardian:_____

Date:_____