



NO SHOW/MISSED APPOINTMENT POLICY

To ensure that each patient is given the proper amount of time allotted for their visit and to provide the highest quality care, it is very important for each scheduled patient to attend their visit on time. If it is necessary to reschedule the appointment, please call us immediately.

An appointment reminder call to you is made/attempted 2 days prior to your scheduled appointment.

A minimum of **24 hours cancellation** notice is required for appointments. If less than a 24 hour cancellation is given, the appointment becomes a "Missed" appointment.

If you do not cancel in advance, and do not present to the office for your appointment, this will be considered a "No-Show: appointment.

After the first "No-Show/Missed" appointment, Whole Life Health Care, PA will attempt a telephone call to you to offer to reschedule your appointment.

If you incur 3 "No-Show/Missed" appointments within a one year time period, you will receive a letter from our office and may face discharge from the practice.

I have read and understand Whole Life Health Care, PA's No-Show/Missed appointment Policy.

Patient Signature or Parent/Guardian if minor

Date

Patient Name (please print)

Date

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