

GENERAL INFORMATION ABOUT APPOINTMENTS

We realize that your time is valuable and that it is inconvenient and irritating to wait for long periods of time to see the doctor. We are continuously trying to improve our appointment scheduling to minimize waiting times. In order for our schedule to work we need your help.

1. If you are unable to arrive for an appointment on time please call the office and let us know. We will try to accommodate you, but we may have to reschedule your appointment to another time that day.
2. If you need to cancel your appointment, please let us know 48 hours in advance. **There is a no-show fee of \$25 if notice is not given within 24 hours.**
3. If you plan on bringing a sibling along to be seen for an illness, please call and let us know. Asking us to see children without a scheduled appointment makes it very difficult to maintain a timely schedule. Parents who arrive with children who do not have scheduled appointments may be asked to return as our schedule permits.
4. Unless there is an emergency situation with your child, please do not walk in without an appointment. Parents who arrive with children without a scheduled appointment may be asked to return later in the day as the schedule permits.
5. Upon arrival, please check in with our receptionist. Give us your child's name and the physician that you are scheduled to see. Please allow our staff to verify insurance and address information every time that you come to our office. You will be asked to show your insurance card at every visit.
6. If after you have checked in and you have waited for more than 15 minutes, please re-verify your check in with our receptionist.