

ABC Pediatrics  
No-Show Policy

It is the policy of ABC Pediatrics to assess a \$50 no show fee any time a patient/responsible party fails to notify ABC Pediatrics **24 hours in advance of a cancellation or change to a well (physical) appointment**. It is the policy of ABC Pediatrics to assess a \$30 no show fee any time a patient/responsible party fails to notify ABC Pediatrics **1 hour prior to a sick or recheck appointment**. This allows the scheduling department to try to give the appointment to another patient. To cancel an appointment before or after office hours and on weekends, please call the answering service at 770-507-0018 and leave the message with them.

It is the policy of ABC Pediatrics to mail as few patient statements as possible, in an effort to reduce healthcare costs. When a no show fee is incurred, responsible parties are encouraged to mail the payment directly to ABC Pediatrics. It is the policy of ABC Pediatrics to mail one statement in an effort to collect the no show fee. If 30 days after the generation of the first statement it is necessary for ABC Pediatrics to mail a second statement because no payment has been received, an interest charge of a flat 12% of the balance, but not less than \$5, will be added to the account. If no payment is received 10 business days after the mail date of the second statement, the account will be reviewed and turned over to the collection agency.

**All accounts turned over to the collection agency will also be responsible for the collection agency fees** and will be reflected on your personal credit report. The children of the responsible party will be **dismissed** from the practice.

Signature of parent/guardian \_\_\_\_\_

Date \_\_\_\_\_