

Children's Medical Center No Show Policy

In order for our office to operate effectively and provide the best service for your children and family, Children's Medical Center is implementing a No Show Policy effective 10/1/14. If for any reason you are unable to keep your child's appointment, a parent/guardian must contact our office 24 hours before the scheduled appointment time. CMC will follow the following protocol for No Shows within a rolling 12 month period.

- First Occurrence: An attempt will be made to call patient's parent/guardian and remind them of the no show policy.
- Second Occurrence: An attempt will be made to call patient's parent/guardian and remind them of the no show policy.
- Third Occurrence: An attempt will be made to call patient's parent/guardian and a letter will be mailed to the address on file to inform of dismissal.
- Dismissal Means: CMC will provide acute care for 30 days until a new provider can be found and records are transferred. Dismissal will apply to all family members seen by the practice.

CMC is not responsible for inaccurate phone numbers and addresses. It is the parent/guardian responsibility to keep this information current with our office.

I have read and understand the CMC No Show Policy:

Patient, Parent or Guardian Signature _____ Date _____

***Weekend Cancellations can be done by calling the office at (303)830-7337, by 5 p.m. Friday and pressing option #2.