

**Pediatric Professional Associates**

**MISSED APPOINTMENT POLICY**

*Dated January 16, 2024*

Dear Pediatric Professional Patients,

For over sixty years, Pediatric Professional Associates has provided quality medical care for generations of Miami families. We are honored that you have chosen us as your medical home. Our providers schedule adequate time for each patient’s physical exam, diagnosis, treatment plan, and parental questions. In recent years, we have noticed an increase in NO SHOW patient appointments. While we understand that emergencies may arise (transportation issues, severe weather, and significant illness), NO SHOW appointments are unacceptable. We count on you to work with us by providing adequate notice of appointment cancellations. This will allow us to operate both efficiently and effectively.

**PEDIATRIC PROFESSIONAL ASSOCIATES NO SHOW POLICY**

1. **A \$100 dollar fee** will be charged for every checkup visit that is **not canceled 24 hours** prior to the scheduled appointment.
2. **A \$50 dollar fee** will be charged for every sick visit that is **not canceled 2 hours** prior to the scheduled appointment.
3. In the event of repeated NO SHOW visits, your medical provider may choose to terminate your family from our practice.

Please be advised that although we take NO SHOW appointments seriously, exceptions will be made when deemed appropriate.

Thank you for understanding our policy. We are thankful that you chose PPA.

**I have read and understand Pediatric Professional Associates’ missed appointment policy as stated above.**

\_\_\_\_\_  
**Patient Name**

\_\_\_\_\_  
**D.O.B**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**