



FAMILY MEDICINE

Late Arrival/No Show Policy

Dear Patient:

All McLaren Family Medicine Patients are seen by appointment only and are expected to arrive at or before their scheduled time. Sick patients arriving up to 15 minutes late will be seen, and will have to wait while we see patients who were on time, well patients (physicals, rechecks, etc.). All other late patients will be asked to reschedule. We understand there are reasons for having to cancel an appointment. We ask you to show consideration by calling in advance if you are unable to keep your appointment (24 hours is preferred). This will allow us to offer your appointment to another patient who needs to be seen.

Appointment No Shows (Missed Appointments): Failure to show without calling the office for no show or missed appointments will result in a \$36.00 no show charge after your third one in a rolling calendar year. This will be billed directly to you and cannot be billed to your insurance. All no show charges will need to be paid or arrangements made prior to your next appointment with McLaren Family Medicine Residency. If multiple appointments are missed or we identify a problem with you keeping your appointments, McLaren Family Medicine Residency will not be able to provide care for you at this office.

I CERTIFY THAT I HAVE READ, FULLY UNDERSTAND AND AGREE WITH THE LATE ARRIVAL / NO-SHOW POLICY. (Above)

Signature of Patient

Date

Printed Name

Patients date of birth

Signature of Parent or Legal Guardian

Date

If patient is under the age of 18 or unable to authorize consent

Witness Signature

Date