



EAST INTERNAL MEDICINE & PEDIATRICS

MISSED APPOINTMENT POLICY

If you are unable to keep your scheduled appointment, we ask that you contact us at least 24 hours in advance. This will allow us to schedule patients that are having acute problems.

New patients that fail their original appointment without notice, or a valid reason, will not be rescheduled with Galen Medical Group East Internal Medicine & Pediatrics.

Failure to keep your appointment affects the flow of the office and creates many inconveniences to our patients. We consider a failed appointment to be: canceling on short notice, failing to arrive for an appointment, or appearing too late to be seen.

We will send out a reminder letter when you fail your first appointment. If you continue to fail two additional appointments, you will be dismissed from the practice.

If you are dismissed, we will provide emergency care for 30 days only. During this time, we recommend that you find another physician to provide your care. Upon receiving a signed release of medical information form, we will then transfer your medical records.

Thank you for your cooperation.

Signature of Patient

Date