

**Healing Hands for ADHD**  
**3512 State Route 257, suite 107**  
**Seneca, PA 16346**

**APPOINTMENTS/CANCELLATIONS/NO SHOW POLICY**

**Appointments**

Office visits are by appointment only. Please call (814)670-0260. The receptionist may ask about the reason for your visit. This will help us to schedule the doctor's time more efficiently. Please arrive 30 minutes early for your appointments. There will be paperwork to fill out at each visit. Patients who are late for any appointment may be asked to reschedule at the doctor's discretion. Please remember to bring all your prescriptions, over-the-counter medications, vitamins and supplements for each visit.

**Cancellations**

We would like to thank you for being a patient in our office. We value all our patients and strive to provide the best possible care. Please understand that when we schedule your appointment, we are reserving time for your child's particular needs. We kindly ask that if you must change or cancel your appointment you give us 24 hours' notice. This courtesy makes it possible to give your time to another child who may need it. We know your time is valuable. When your appointment is made a room is reserved, your records are reviewed, and paperwork is filled out. Except in case of emergency with another patient you can expect us to be running on time. If you are unable to keep an appointment, we ask that you cancel your appointment at least 24 hours in advance. If this is not possible, call us as soon as possible so that another child can be given that appointment time.

**Missed Appointments (No Shows)**

We understand that occasional missed appointments can occur for a variety of reasons. When you miss an appointment without cancelling, another child who could have been seen is delayed unnecessarily. We track missed (non-cancelled) appointments. A no-show/late cancellation is defined as missing an appointment without giving at least 24 hours before appointment time. If an appointment is not kept and we cannot fill your spot our practice suffers. We have a strict no-show policy. For new patients, 1 missed appointment will garner a warning letter, the second missed appointment will result in being dismissed from our practice. For established patients a warning letter will be sent after 2 missed appointments and a dismissal letter will be sent after the 3<sup>rd</sup> missed appointment. We will offer 30 days of emergent ADHD care only and transfer your child's medical records when you find a new doctor.

**Payment**

All co-payments will be due at the time of visit.

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Patient

Signature

Date

