



Dear Parent,

We are pleased that you chose PediPlace to take care of your child's medical needs. To make our time together efficient and enjoyable for you, we want to give you our appointment policies below:

- 1. PLEASE BE ON TIME FOR YOUR APPOINTMENT.**
If you are more than 10 minutes late, your appointment might be rescheduled.
- 2. PLEASE PROVIDE 24-HOURS NOTICE IF YOU NEED TO CANCEL YOUR APPOINTMENT.**
We make every effort and attempt to contact you to confirm your child's appointment. We call all phone numbers, leave voicemails and send text messages with the contact numbers we have on file. Please update your information if it changes. **IF YOU DO NOT CONFIRM YOUR CHILD'S WELL-VISIT APPOINTMENT, THE APPOINTMENT WILL BE CANCELLED.**
- 3. COMMUNICATING WITH OUR OFFICE.** There are many ways to communicate with our office to schedule an appointment or discuss your child's needs. You can call our front office directly at (972)436-7962. If you leave a voicemail we will call you back within 24 hours or you can use our web based patient portal. Ask us for more information.

We work very hard for you and your child to have a very positive experience at PediPlace. These policies are for the benefit of everyone. If you have any questions, please ask our front office staff.

Thank you.

I have read and understand the above policies.

Patient's Name

Date of Birth

Parent/Guardian Signature

Date