



Torneria Pediatrics LLC
206 W. Oak St., Suite A-1
Kissimmee, FL, 34741
(407) 483-8880
www.torneriapediatrics.com

APPOINTMENT & NO SHOW POLICY

It is our desire to provide timely and accessible care to all our patients. We will make every effort to accommodate your scheduling needs, but in return we ask for your help by keeping your scheduled appointment and arrive on time

In order to be respectful of the medical needs of other patients, please be courteous and call the office promptly if you are unable to keep an appointment. The time slot can be offered to someone who is urgent need of care.

CHECK-IN POLICY

All patients are asked to arrive 15 minutes prior to their scheduled appointment time in order to complete the practice's required forms, obtain or update the necessary demographic data and insurance information. All patients are encouraged to fill out these forms prior to their visit. These forms are available online at the practices website, www.torneriapediatrics.com, under the FORMS section.

LATE POLICY

If you are running late for your appointment, please contact our office. We will determine whether or not your appointment will be rescheduled.

- If you arrive more than 15 minutes late to your scheduled appointment time, we will make an effort to accommodate you. However, your appointment may be rescheduled.

(INITIALS)

NO SHOW POLICY

- A No Show Fee of \$25.00 will be applied to your account for missed appointments or a cancellation less than 24 hours prior to your child's appointment.
- If you need to cancel your appointment, please call 24 hours prior to your appointment to either cancel or reschedule. If your child has three (3) or more No Show in a 12-month period, your child may be discharge from our practices.

(INITIALS)

(INITIALS)

Last minute cancellations will be evaluated on a case-by-case basis and may be considered a No Show at the Physician's and/or the Manager's discretion.

PRINT NAME OF PARENT

SIGNATURE OF PARENT

DATE