



OFFICE POLICIES

THE PURPOSE OF OUR WELL WAITING ROOM

Please note that the Well Waiting Room is designated for well baby and well child check-ups **only**. The primary purpose of this policy is to protect newborn babies and infants who are too young to have been fully vaccinated.

Please be seated in the sick waiting area if:

- You, your child, or any friend or family member with you has or is showing symptoms of a communicable disease or illness, e.g., a cold, a rash, flu or strep, a fever, a cough, a runny nose, etc.
- You are here for any reason other than a routine well visit.
- Your child is over the age of two, and you have elected **not** to vaccinate your child.

****Please notify the front desk if your child is actively vomiting or having difficulty breathing and a nurse will immediately evaluate and isolate your child if necessary.**

NO SHOW POLICY

We ask that our patients be respectful and courteous to fellow patients as well as to our provider and staff schedules. If you find that you will be unable to keep your scheduled appointment, ***we ask that you give us a 24-hour cancellation notice whenever possible.*** This allows us to fill your appointment time slot with another patient in need of care.

A no show is defined as missing a scheduled appointment without calling us **at least** two hours in advance to cancel the appointment. ***A patient who no shows three times in a calendar year will be dismissed from our practice.***

Please be courteous in making and attending your appointments!

LATE POLICY

We request that all patients arrive 15 minutes early for their scheduled appointment time. This allows time for the receptionist to update any necessary information and complete the check-in process.

If you arrive 15 minutes late or more to your appointment, you will be considered a no show and asked to reschedule unless the provider's schedule can still accommodate you. Priority will be given to patients who arrive on time, and you may have to be worked in between them.

SCENT-FREE ZONE

The chemicals used in scented products can make some people sick, especially those with fragrance sensitivities, asthma, allergies, and other medical conditions.

Please **do not** wear perfume, scented lotions, cologne, aftershave, or other fragrances. Please use unscented personal care products on days you will be visiting our office.

Help us keep the air we share healthy and fragrance free!

Please understand that the intent of these policies is to aid us in offering a high standard of care to our patients. They are not meant to be a burden. We also pledge to do our part to keep our schedule moving as efficiently as we possibly can!

Parent/Guardian Signature: _____

Date: _____