

## **MISSED APPOINTMENT / LATE CANCELLATION POLICY**

Patients/Parent will be notified by the Pediatric and Adolescent Sleep Center by telephone of the upcoming appointment approximately two (2) days prior to the appointment date. In the event we reach voicemail, the parent will be asked to confirm the appointment via a return call to the Center. Notice of cancellation, or request to reschedule an appointment, **must be received within 48 business hours**, (Monday-Friday) of the appointment date.

The Pediatric and Adolescent Sleep Center reserves the right to request a new Physician referral/order be obtained by the patient/parent in the event of a “No Show”.

The Pediatric and Adolescent Sleep Center reserves the right to charge a cancellation fee for a missed appointment or an appointment cancelled without sufficient notice. Fees are as follows:

- Missed/Late Cancellation of Clinic Appointment           \$ 50.00
- Missed/Late Cancellation of Sleep Study Appointment   \$250.00