



Leanna B. Willey MD, FAAP
Mari Emmet MD, FAAP
Alexis Hernandez MD
Kacie Chambers, MD
Micaela Frost, CPNP - PC
Jennifer Mullins, CPNP - PC

2605 Blue Ridge Road, Suite 100
Raleigh NC, 27607-6475
ph (919) 881-9009 fax (919) 881-8463
visit our website and patient portal at:
carolinakidspediatrics.com

Carolina Kids Late/Missed Appointment Policy

Patients will begin to receive appointment reminders three days prior to their scheduled appointment. Reminders may be delivered by text or email depending on previously set up preferences. It is the responsibility of the parent(s) to provide current contact information and inform us of any changes so that Carolina Kids may contact the parent with an appointment reminder.

If a patient arrives 15 minutes or later for an appointment, you will be asked to reschedule the appointment. If there are special circumstances, the physician may be consulted to make an exception. This will not be counted as a missed appointment but will be documented in the patient's chart. If the patient is habitually late to appointments further action may be taken. This may include, but is not limited to, the same action taken for patients that miss multiple appointments.

Patients must call if they do not plan to show up for the appointment. A \$25 fee will be assessed for any appointments that a patient does not show for.

If a family has three missed appointments within 3 years, the family will be sent a warning letter. The warning letter will inform the family of the missed appointment dates as well as the intent to discharge the family from the practice if another appointment is missed.

If a family has two children scheduled for an appointment, and fail to show for those appointments, that family will no longer be allowed to schedule more than one child at a time for an appointment UNLESS the appointments are for acute sick child care.

If a family is discharged from the practice for continuing to miss appointments, the family will be sent a letter and given the standard 30 days notice to seek other primary care. If the family wishes to be reinstated as patients of the practice, there will be a fee assessed. Reinstatement requests may be declined.

If a new patient misses an appointment, Carolina Kids will give the family one chance to show up on time to a rescheduled appointment. If the new patient misses the second appointment, they will not be allowed to come to Carolina Kids.