

**Dr. W. Stanley Rule, M.D.**

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**To:** All Parents/Guardians

**From:** Physicians and Management Staff

**Re:** NO SHOW POLICY

Effective June 5, 2013, our office will be monitoring all scheduled appointments that you have failed to keep or cancelled within 24 hours.

We make courtesy reminder phone calls the day prior to your appointments to remind you of your child's appointment. These scheduled appointments include Physical, Meds, Asthma Checkups, Insulin Checkups, Academic consult, etc.

We will send out a warning letter and/or a personal phone call will be made for the following:

1<sup>st</sup> warning (2 missed visits) Phone call and letter sent.

2<sup>nd</sup> warning (3 missed visits) this is a last chance warning with a phone call and a letter sent

3<sup>rd</sup> warning is an exit letter.

An exit letter will specify that our practice will only provide you with emergency services for the next 30 days. This will give you plenty of time to find another physician.

We will continue to work with those who have extenuating circumstances as long as we have been given adequate notice.