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No-Show and Cancellation Policy

Missed Appointment Policy

Our goal is to provide quality health care to all our patients in a timely manner. No-shows, late arrivals, and late cancellations create multiple inconveniences not only to our providers, but our other patients as well. Please be aware of our policy regarding missed appointments.

Appointment Cancellation

When you book your appointment, you are holding a space on our calendar that is no longer available to our other patients. In order to be respectful of your fellow patients, please call Dr. Adair's office as soon as you know you will not be able to make your appointment. If cancellation is necessary, we require that you call at least 24 hours in advance. Appointments are in high demand, and your advanced notice will allow another patient access to that appointment time.

How to Cancel Your Appointment

If you need to cancel your appointment, please call us at 703-440-9701, preferable during business hours so that we can reschedule your appointment right away. If necessary, you may leave a detailed voicemail message. We will return your call as soon as possible.

Late Cancellations/No-Shows

A cancellation is considered late when the appointment is canceled less than 24 hours before the appointed time. A no-show is when a patient misses an appointment without cancelling. In either case, we will charge the patient a \$50.00 missed appointment fee.

We understand there may be an occasional special circumstance for a last-minute cancellation or no-show. We will take these special situations under consideration when assessing the missed appointment fee.

Cancellations due to illness will not be assessed a missed appointment fee. If your child is sick, please notify us to reschedule your child's appointment as soon as possible.

Parent/Guardian Signature

Date