



Missed Appointments
Outpatient Pediatric Therapies-Park Ridge

Advocate Lutheran General Children's Hospital is committed to serving the needs of all patients. In order for us to provide the best care possible, we ask that you contact us at least 24 hours in advance if you are unable to keep your appointment time. This will allow us to continue to provide excellent service to another patient in that appointment time.

We understand that at times, emergencies and illnesses occur and appointments cannot be kept. Please let us know immediately when you are unable to keep an appointment due to unforeseen circumstances.

In outpatient pediatric therapies, we work as a team with the patient. As such, patterns of missed appointments make it difficult for us to complete your goals of therapy and to justify further treatment to your insurance provider. *Two (2) no shows or three (3) consecutive cancellations will result in discharge from therapy services. **Please call 847-723-4532 to cancel an appointment.**

We look forward to working together with your child to meet his/her treatment goals.

We appreciate your acknowledgement of this policy.

Signature

Date

Child's Name /appointment type, time and day

Parents name/signature

*Special considerations for missed appointments can be discussed with the Department Manager.

