



PATIENT ATTENDANCE NOTICE

In order to provide timely and high-quality care for all of our patients, WindRose HealthNetwork has adopted the following policies regarding late arrivals, cancellations and/or missed appointments.

LATE APPOINTMENTS

If you arrive late for your appointment, you may be asked to reschedule. Whenever possible, WindRose Health Network does its best to work late arrivals into the schedule. However, there is no guarantee that you can be seen that day. The best way to avoid this inconvenience is to arrive 10-15 minutes early for your appointment.

CANCELLATIONS

We understand that sometimes emergencies or other situations may arise which will prevent you from keeping your appointment. If this occurs, please notify the office in advance of your appointment. By giving us this courtesy, you will allow another patient to be seen in your place.

MISSED APPOINTMENTS

Missed appointments are a loss for everyone. WindRose Health Network strives to offer the earliest and most convenient appointments to our patients. Missed appointments disrupt this process and prevent us from providing care to our patients. As a result, WHN has adopted the following policies regarding missed appointments:

1 st Missed Appointment	Patient will receive a reminder card, text or phone call, as well as a mailed or emailed copy of the Patient Attendance notice.
2 nd Missed Appointment	Patient will receive a reminder card, text or phone call, as well as a mailed or emailed copy of the Patient Attendance notice.
3 rd Missed Appointment within a 6 month time frame	<p>Patient will be restricted to same day appointments. Patient will be notified by certified letter that he/she must call early the day he/she wants to be seen. If there is an appointment available, he/she will be scheduled for that day.</p> <p>Please note that the same day status will remain in effect until the patient attends three appointments and a minimum of six months has elapsed. Must have attended</p>

We thank you for your consideration and cooperation in our efforts to better serve you. If you have any questions about these policies, please call the office.

NOTE: If you have transportation problems, please call our office. We may be able to help you.

Patient/Legal Guardian Signature

Date