

No-Show Policy

The South Providence Adult Psychiatry Clinic strives to make appointments that are convenient and fit your schedule. In order to be able to accommodate the demand for our services, it is very important that all patients arrive for their scheduled appointments. We understand that circumstances arise that require you to cancel and change your appointment but this needs to be done with enough notice that someone else can be offered that time. For this reason we have a "no show policy" which is explained below.

Any new patient who "no shows" (defined as providing less than 24 hours notice of the patient's inability to keep the appointment) will not be allowed to reschedule that appointment for one year and will need to make arrangements to receive their care elsewhere. Established patients will be allowed one (1) "no show" per year. The second time an appointment is no showed with 12 months of the first no show, your care at our clinic will be terminated for one year.

We may also terminate your care if you have 2 or more consecutive cancelled appointments. You will be asked to find a new provider and/or primary care physician for your psychiatric care and medication management. Upon request, we will provide records to your new provider to ease that transition.

Our primary concern is providing the highest quality psychiatric care to you, our patients, and your help in making and keeping appointments is critical to this mission. Thank you for your understanding and cooperation.

- * Please call 573-882-2511 **24-hours in advance** if you are not able to keep your appointment.
- * Any new patient who "no-shows" **will not be allowed to reschedule**.
- * If you "no-show" 2 appointments within a 12 month period, you **will** be terminated.
- * Any patient who has 2 or more consecutive cancelled appointments **may** be terminated.

You missed your scheduled appointment at the South Providence Adult Psychiatry Clinic on ___ with _____.

Again, thank you for your understanding and cooperation.

South Providence Adult Psychiatry
551 E Southampton Drive
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