

Midtown Pediatrics  
1145 S. Utica Ave, Ste. 403  
Tulsa, OK 74104  
(918) 960-2006

Our goal at Midtown Pediatrics is to provide you and your child with convenient, accessible, high quality medical care. In order to assure convenience and accessibility to all our patients, it is important for patients to arrive on time for all scheduled appointments or cancel the appointment in advance so that we may have the slot available should someone else need it.

**MISSED APPOINTMENT**

Any scheduled appointment not kept and not canceled within a minimum of 24 hours.

**NO-SHOW APPOINTMENT**

Any scheduled appointment for which a patient does not present for medical care or fails to cancel within a minimum of 2 hours.

**HOW TO CANCEL AN APPOINTMENT**

If you are unable to keep the scheduled appointment for your child, you may cancel in 3 ways:

Call our office during regular business hours at 918-960-2006.

Leave a message on the office answering machine during the day or after hours with the patient's name, date and time of appointment, and whether you would like to reschedule along with a call back number.

Send an email through the appointment request tab on our website [midtown-peds.com](http://midtown-peds.com) requesting a cancellation along with the patient's name, date and time of appointment, when you would like to reschedule and call back number.

**ARRIVING LATE**

If you arrive more than 15 minutes late for your child's scheduled appointment, we will attempt to accommodate your needs. However, we cannot guarantee the physician will have adequate time to see your child and you may be asked to reschedule.

**AFTER THREE NO-SHOW APPOINTMENTS IN 1 CALENDAR YEAR OUR POLICY IS TO DISMISS A PATIENT**

Any family regularly missing and no showing scheduled appointments without notifying our office in advance to cancel or reschedule may be dismissed from our practice.

**DOUBLE NO-SHOW APPOINTMENTS**

This is defined as a no-show for two siblings scheduled consecutively back to back. This will restrict your ability to schedule future double appointments.

We understand that with everything going on you may forget an appointment. Please call us as soon as you realize this and we will note that you called in the chart. We currently do not charge patients for missed or no show appointments.

By signing below, you are stating you understand our appointment policy and agree to abide by the statements listed above.

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Parent/Guardian Signature

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Patient's Name

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Relationship to Patient

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Date