



Late Arrival Policy & Procedure

At **KKaur MD**, we value our Patients' time and promptness. While we understand that, due to unforeseen circumstances, there may be instances when a Patient is not able to arrive at the previously scheduled appointment time, we also cannot compromise the time and quality of care we provide to our other Patients.

The following Policy will be then implemented to respect the time of our Patients and our Physician.

Late Arrival:

Should a Patient arrive 15 or more minutes late to his/her/their previously scheduled appointment, the Practice will reschedule the appointment & may accommodate the Patient for a later time in the same day.

Should a Patient arrive 30 or more minutes late to his/her/their previously scheduled appointment, the Practice will cancel their appointment. At this point, the Patient may have the opportunity to reschedule for the next available appointment (may or may not be the same day.)

During such times, the Practice will make efforts to contact the Patient for an update of his/her/their arrival time & his/her/their ability to maintain the appointment as previously scheduled.

We value open communication and encourage our Patients to contact our Office and/or Dr. Kaur directly out of courtesy and respect for her time. Exceptions and reconsiderations may be made if the Practice is notified beforehand of Patient's potential late arrival.

This will help our Practice maintain punctuality and respect for our Patients' time.

I, (Printed Name) _____, have read, do acknowledge, and agree to the aforementioned Policy & Procedure.

Patient/Legal Guardian Signature

Date

Printed Patient Name

Printed Name (If Not Patient)

Relationship to Patient