

STEPPING STONE PEDIATRICS

LATE POLICY

Sick Patient Appointments

Patients who are 15 minutes or more late for their appointment will be seen as a “work-in” patient. Priority will be given to patients who arrive on time for their appointments, **UNLESS PATIENT IS IN DISTRESS (THESE PATIENTS ARE ALWAYS GIVEN PRIORITY)**.

Well Child Appointments

Patients who are 15 minutes or more late for their appointment, the front office staff will consult with the provider to determine if the patient can be worked in at that time. The provider will base the decision on the extent of additional wait time for patients the remainder of the day and the impact on the provider’s schedule. Patients that cannot be worked in will need to reschedule their appointment. Decisions made by the provider are final.

Signature _____

Date _____

