

Middletown FamilyCare Associates, L.L.C.
Ketlay Professional Plaza

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ATTENDANCE POLICY

Middletown FamilyCare is committed to providing quality care to all our patients. It is important for patients to keep their appointment times. No show appointments result in unused physician/medical assistant times in which another patient could be treated.

It is the obligation of each patient to notify Middletown FamilyCare Associates when an appointment cannot be kept.

- Notification of a cancellation must occur at least 24 hours prior to your appointment, unless it is an emergency, or it will be documented as a No Show (a cancellation without notification).
- Two consecutive No Shows or three accumulated No Shows may result in patient discharge from Middletown FamilyCare.
- Excessive cancellations with or without notification may also result in patient discharge from Middletown FamilyCare.

Policy Notification

Each patient will be notified of the Middletown FamilyCare Associates Attendance Policy. Cancellations or request for change of appointment time are made by calling 378-4779.

Patient Signature

Date