



MISSED APPOINTMENT POLICY

•14900 Bogle Drive, Suite 200 • Chantilly, VA 20151-1652 • 703-817-9890 • FAX 703-817-9860 • www.fcsva.org

Thank you for choosing For Children's Sake of VA to provide your therapeutic care. If you miss an appointment, you compromise your care. We want to remind you of our office policies regarding missed appointments.

A missed appointment is when you fail to show up for an appointment or when you cancel an appointment with less than 24 hours notification.

We strive to be on time for your scheduled appointments and ask that you give us the courtesy of a call when you are unable to keep your appointment. Please see below for the For Children's Sake of VA missed appointment policies.

ROUTINE OFFICE VISITS

We require a minimum 24 hour notice for all Routine office visits otherwise a \$45 missed appointment fee will be charged.

1. First missed follow up appointment: We will call and offer to reschedule your appointment. You may be charged a missed appointment fee of \$45.
2. Second missed follow up appointment: You will receive written notification of your missed appointment and you will be charged a fee of \$45.
3. Third missed follow up appointment: You will be charged an additional missed appointment fee of \$45. This may also result in a discharge from the practice.

Signature

Date

Signature

Date