

# WK Allergy, Asthma, & Immunology Center

*Dr. Caroline Caperton, MD, MSPH*

2530 Bert Kouns Industrial Loop, Suite 112

Shreveport, Louisiana 71118

(318) 212-ITCH (4824)

## Appointment Policies

At the Willis-Knighton Allergy, Asthma, & Immunology Center, we put faith in you to keep your appointment. When we set up an appointment, a specific amount of time is reserved especially for you. This No-Show/Missed/Late appointment policy was instituted to provide the best care possible to all of our patients.

### **NO-SHOW/MISSED APPOINTMENT POLICY**

Our staff works hard to offer you an appointment that is convenient for you. If circumstances prevent you from keeping your appointment, please call the office at 318-212-4824 at a minimum of 24 hours in advance to reschedule.

Failure to notify the Willis-Knighton Allergy, Asthma, & Immunology Center of cancellation of your appointment at least 24 hours in advance may result in a fee billed to your account. This fee is not covered by insurance and will be your complete financial responsibility. *THIS FEE MUST BE PAID PRIOR TO MAKING ANY FUTURE APPOINTMENTS.*

### **LATE APPOINTMENT POLICY**

We understand that delays can happen, however, we must try to keep other patients and doctors on time. **If you arrive 15 minutes past your scheduled appointment time, we may have to reschedule your appointment unless you call ahead and the provider approves.**

*Repetitive no show, missed, or late appointments may result in dismissal from our practice.*

I have read the policies above. I understand and agree to abide by the listed terms.

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Print Patient Name

Patient Signature

Date

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Print Guardian Name  
(If patient is less than 18)

Guardian Signature  
(If patient is less than 18)

Date