



ALLERGY, ASTHMA & IMMUNOLOGY CENTER

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Attendance and Cancellation policy

We at the Allergy, Asthma, and Immunology Center strive to provide each patient with quality and consistent service. This attendance policy has been put into place to ensure we are successful in doing so. Compliance with this policy from our patients allows the physician adequate time to care for each patient's most acute issues and still stay on schedule. Additionally, we will do our best to answer all patient questions and calls in a timely manner after finishing with our last patients of the day. Thank you for your understanding and compliance with this policy.

1. Patients should call to cancel appointments if they are unable to attend.
2. If you are more than 15 minutes late for your appointment, it may be rescheduled.
3. 24 hours advance notice is required for cancellations, except in cases of sudden illness or emergency situations.
4. Patients who fail to give at least a 24 hour notice of cancellation will be charged a \$25 fee for missed appointments or a \$50 fee for a missed skin test or challenge.
5. If a patient has 2 or more missed appointments they are subject to dismissal.
6. If the patient was referred from another physician, that physician will be notified of the patient's non-compliance with the attendance/cancellation policy.

By signing below, the patient or guardian is certifying that they have read and understand the attendance requirements and the consequences associated with non-compliance of this policy.

Signature of Patient or Guardian

Patient Name

Patient Date of Birth

Today's Date