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## Missed Appointment Policy

At Dr. Kulkarni's office, we schedule appointments generously in order to address your concerns. When you miss such appointment and do not call to cancel, another patient is deprived of the opportunity of being seen. While we realize that unforeseen events do occur, if at all possible we would appreciate you cancelling the scheduled appointment at least 24 hours in advance.

**Definition: Missed appointments are defined as no show appointments or failure to cancel appointments at least 24 hours prior to a scheduled appointment.**

1. Patients of Dr. Kulkarni understand that it is the patient's responsibility to cancel appointments at least 24 hours prior to a scheduled visit.
2. Dr. Kulkarni will notify the patient by mail of a missed appointment.
3. Dr. Kulkarni reserves the right to charge a patient \$35.00 for missed appointments.
4. Dr. Kulkarni reserves the right to terminate services if the patient fails to attend three scheduled appointments (for established patients) within a 12 month period, or 2 scheduled appointments (for new patients) within a 12 month period.
5. Should Dr. Kulkarni terminate patient care services, Dr. Kulkarni will send a 1st class letter, and certified return receipt letter to the patient explaining the reason for termination, a list of phone numbers for other physicians and a HIPPA medical release form. A 30-day grace period will be given to the patient to enable the patient to secure alternative services.
6. Dr. Kulkarni will see the patient on an urgent basis for 30 days from the date on the termination letter. Non urgent or routine appointments will not be scheduled during this 30-day period.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Effective March 24, 2010**

*Thank you for your cooperation and understanding.*

**71 WELLS STREET  
WETHERSFIELD, CT 06109  
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