



No Show Procedure

Riggs CHC’s Mission: “To improve access to quality, cost effective, comprehensive health care with respect and compassion to underserved community members.”

Your health care is our number one concern and focus. In order for us to provide the best care possible, it is important that all scheduled and necessary appointments are kept.

To ensure all patients have access to appointments, we must work together to reduce the number of patients who do not keep their appointments. If you are unable to keep your scheduled appointment, we request you call and cancel three (3) hours prior to the appointment.

You will be a NO SHOW if:

- You do not show up for your appointment.
- You do not call at least three (3) hours prior to your scheduled appointment.

You will not be given a future appointment, and your care may be terminated if:

- You NO SHOW two (2) appointments in a six month period.

If you are late for your appointment, our staff will do their best to work you into the day’s schedule. However, we cannot guarantee that late patients will be seen the same day.

Should you need to cancel a scheduled appointment, please call the center at **(765)742-1567** to leave a message cancelling your appointment. If you live outside the Greater Lafayette area, you are welcome to call our toll free number at **(800)649-0390**. The phone system will note the date and time of your call.

The above procedure applies to all areas of Riggs Community Health Center. Your health is our number one concern and focus. Thank you for helping us work to fulfill the mission of Riggs CHC.

By signing below, I have read and understand the importance of keeping my scheduled appointments, the need to call and cancel before the appointment if unable to attend, and the actions the center will take if appointments are missed.

Name of Patient (Please Print)

Date of Birth

Signature of Patient, Parent, Guardian, or Personal Rep.

Date