



**GREATER PITTSBURGH PEDIATRIC CENTER  
CATHERINE N. UDEKWU, MD  
OFFICE POLICIES AND PROCESSES**

- It is your responsibility to keep all scheduled appointments that are made for your child. If you are unable to keep your scheduled appointment, you are required to call the office and cancel the appointment at least 4 hours prior to the scheduled appointment time. This allows us time to contact a patient that is on our appointment waiting list. If you do not show up for 3 scheduled appointments, you will be dismissed from our practice and be required to switch to another practice of your choice. We will provide patient services for 30 days.
- It is your responsibility to arrive at the scheduled appointment time that was made for your child. If you are more than 30 minutes late for the scheduled appointment time, we will reschedule the appointment for your child.
- All copayments are due at the time of your scheduled appointment. We accept cash, checks, credit cards or money orders. If you are unable to pay your copayment at the time of the appointment we may reschedule your appointment.
- If you have a form that requires completion (i.e. sport forms, daycare forms, FMLA forms and school forms) and your child is not scheduled for an appointment to see the physician, there is a fee of \$5.00 per form, we ask that you allow 3-5 days for completion of forms. If you require a form to be completed urgently, there is a fee of \$10.00 per form with a 24 hour turn around.
- If you require a prescription refill we ask that you do not wait until you are out of the prescription, please contact our office to allow us 72 hours to refill your prescription.

By signing this form you acknowledge that you have read and understand the above policies and practices of our office. If you have any questions, please feel free to speak with Dr. Udekwu or her office manager.

Thank you,  
Dr. Udekwu

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Child's name(please print): \_\_\_\_\_