



**KCHC**

KENOSHA COMMUNITY  
HEALTH CENTER, INC.

Medical: 4536 22nd Avenue Kenosha, WI 53140  
Phone: 262-656-0044 Fax: 262-653-2218

Dental: 6226 14th Avenue Kenosha, WI 53143  
Phone: 262-656-0044 Fax: 262-925-1680

## APPOINTMENT POLICIES

- KCHC will attempt a courtesy reminder call to patients prior to their scheduled appointment. This is not an obligation of KCHC. The patient is responsible for keeping the appointment time. In case of a patient phone number change or disconnection, the patient is responsible for communicating with KCHC to confirm the appointment.
- If a patient does not confirm an appointment with KCHC, KCHC reserves the right to cancel the appointment.
- KCHC maintains a strict no-show and cancellation policy. Patients who no-show or cancel their appointment within 24 hours of scheduled appointment may be prevented from scheduling future appointments.
- Children under 12 years of age must be accompanied by an adult.
- Only one person other than the patient will be permitted in the exam area. If one or more persons accompany a patient to the Clinic, that person(s) must remain in the waiting room.
- KCHC requests 48 hours notice when cancelling or rescheduling an appointment.
- Patients must arrive on time for their appointments. KCHC reserves the right to not see a patient past their appointment time.
- Patients are responsible for all service charges not covered by insurance.

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Patient Signature

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Date