



Theale Medical Centre

Englefield Road, Theale. Reading. RG7 5AS

Gen: 0118 930 3081; Appts: 0118 930 2513; Fax: 0118 930 4419; e-mail: tmc@gp-k81077.nhs.uk

MISSED APPOINTMENTS

Due to an increase in the number of wasted appointments through patient's failing to attend without informing the surgery, it has become necessary to implement the following policy:-

If you fail to attend two consecutive appointments without informing us, we will write to you asking if there are any specific problems preventing you from notifying us.

If you fail to attend for three consecutive appointments or four appointments in any 12 months without notifying us, then you may be removed from the practice list and you will have to find an alternative doctor.

If you cannot attend your appointments for any reason then please let us know as soon as possible so that we can then offer the appointment to someone else.

Thank you for your co-operation.