



WV BIRTH TO THREE MISSED APPOINTMENT DOCUMENTATION

Date of Appointment: _____ Time of Appointment: _____

Type of Missed Appointment:

- Parent Cancellation Practitioner Cancellation

Reason for Missed Appointment:

- Illness No Reason Given Scheduling Conflict Out of Town Weather Conditions
 Family not home for scheduled visit Other: (explain) _____

Service That Was to be Provided at Today's Visit:

- Evaluation/Assessment IFSP/IFSP Review Intervention Service Coordination Intake

Today's Appointment:

- has been rescheduled for _____
 was unable to reschedule appointment with family. Must contact at a later date to reschedule.
 family chose not to reschedule

NOTE: If the appointment was cancelled by a practitioner, the practitioner must offer the family an opportunity at that time to reschedule the visit. Families are not required to reschedule visits that are cancelled by the practitioner. If the family chooses to reschedule the visit, the practitioner should provide the visit as soon as possible and in no case longer than three months from the originally scheduled visit. Practitioners are not required to make up visits that are cancelled by families.

Practitioner Name (Print): _____

Signature: _____ Date: _____

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Signature: _____ Date: _____