



APPOINTMENTS & CANCELLATIONS POLICY

When you schedule your appointment, we are reserving room/time for your particular needs. We recognize that in today's busy world, adhering to a schedule is important to maximize time and meet the demands of daily life. We ask that if you must change an appointment, please give us at least 48 hours notice. This courtesy makes it possible to give your reserved room/time to another patient who needs it.

A "missed" appointment (no show) is someone who misses an appointment without cancelling/rescheduling in advance. A cancellation is a change made to a scheduled appointment and is canceled/rescheduled without a 24-hour advance notice (late cancellation). Missed appointments, late cancellations and late arrivals are disruptive to our schedules.

A fee of \$50.00 will be charged to the patient for missed appointments and late cancellations. This fee is not covered by insurance and it is the patient's responsibility to pay.

PLEASE NOTE THAT REPEATED (2 MISSED/CANCELLED APPOINTMENTS WITHIN A 12 MONTH PERIOD) CANCELLATIONS OR MISSED APPOINTMENTS WILL RESULT IN LOSS OF FUTURE APPOINTMENT PRIVILEGES.

I have read the Appointments & Cancellations Policy, I understand and agree to this policy.

Name: _____
Date: _____
Signature: _____