

## **Appointment Cancellation Policy**

We understand that unplanned issues can come up and you may need to cancel/reschedule an appointment. If that happens, we respectfully ask for scheduled appointments to be cancelled/rescheduled at least **48 hours in advance**.

My staff & I want to be available for you needs and the needs of all our patients. When a patient does not show up for a scheduled appointment, another patient loses an opportunity to be seen. Although we have always had a cancellation policy, circumstances have caused us to enforce a policy of charging for no-show appointments, and those appointments not cancelled within 48 hours. As of January 1<sup>st</sup>, 2015, there will be a fee of \$35.00 assessed if we do not receive a call to cancel/reschedule an appointment.

***Thank you for being a valued patient and for your understanding and cooperation as we institute this policy.***

By signing this document, you are agreeing to the terms above about our Cancellation policy:

\_\_\_\_\_ Date: \_\_\_\_\_

