

Missed Appointment Policy

It is our wish that each and every one of our patients receive the very best care and service possible. Your treatment plan consists of a specific series of appointments given over a pre-planned time frame. It is important that you follow this plan for optimal health and desired results.

If we did not insist that you meet all your appointments, we would be doing you a disservice. Therefore we have a few simple guidelines in canceling an appointment:

1. Keep all your scheduled appointments. Arrange activities in your life so this can occur.
2. If you are unable to make an appointment due to an emergency, please call us and let us know so we can reschedule you appointment.
3. With the exceptions of unexpected emergencies we require that you notify us at least 24 hours in advance as to any appointment changes.
4. All cancelled or missed appointment must be rescheduled.
5. Failure to give 24-hour notice of a missed appointment will result in a **\$75 cancellation fee**. As a courtesy we waive the first cancellation without notice.

I have read and understand the above mentioned policy.

Patient name: _____

Signature: _____ Date: _____