



### **CANCELLATION POLICY**

Please understand that when you forget or cancel your appointment without giving enough notice, we miss the opportunity to fill that appointment time, and patients on our waiting list miss the opportunity to receive services. Our appointments are confirmed in advance because we know how easy it is to forget an appointment you booked months ago. Since the time is reserved for you personally, a cancellation fee will apply:

Less than 48 hour notice to reschedule or missing your appointment will result in a \$20 fee.

### **CONFIRMATION CALLS**

As a courtesy, we call to confirm your appointments. However, if we are unable to reach you, and can only leave a message, please understand that it is your responsibility to remember your appointment dates and times to avoid late arrivals, missed appointments and the cancellation fee.

### **ACKNOWLEDGEMENT OF POLICY**

By signing below, I understand and agree to the cancellation policy outlined above.

\_\_\_\_\_  
Patient Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date