



Cancellation Policy/No Show Policy for Appointments/Classes

1. **Cancellation/ No Show Policy for Appointments or Classes** We understand that there are times when you must miss an appointment due to emergencies or obligations for work or family. However, when you do not call to cancel an appointment, you may be preventing another patient from getting much needed treatment. Conversely, the situation may arise where another patient fails to cancel and we are unable to schedule you for a visit, due to a seemingly "full" appointment book. If an appointment is not cancelled at least **24 hours** in advance you will be charged a **forty dollar (\$40) fee**; this will not be covered by your insurance company.

2. **Scheduled Appointments** We understand that delays can happen however we must try to keep the other patients and doctors on time. If a patient is 15 minutes past their scheduled time we will have to reschedule the appointment.

3. **Account Balances** We will require that patients with self-pay balances do pay their account balances to zero (0) prior to receiving further services by our practice. Patients who have questions about their bills or who would like to discuss a payment plan option may call and ask to speak to a business office representative with whom they can review their account and concerns. Patients with balances over \$80 must make payment arrangements prior to future appointments being made.

_____ /_____/_____
Print Name Patient Signature Patient/Guardian Date

(Office Use Only)

Patient Account # _____