



Missed Appointment Policy

We understand that circumstances may arise that prevent you from making your scheduled appointment. Out of respect for our team and other patients, we ask that you please provide at least 24 hours notice if you cannot make your appointment as scheduled. With proper notice, we will be happy to reschedule your appointment to a time that may better accommodate your schedule.

In the event that at least a 24 hour cancellation or rescheduling notice is not given, or if persistent rescheduling with or without notice occurs, the following charges may be applied:

- **NO SHOW**—If you do not show up to your scheduled appointment, and no notice is given, a \$100 non-refundable charge may be applied *per hour* of your scheduled visit.
- **LESS THAN 24 HOUR NOTICE**—If you cancel or reschedule your appointment, with less than 24 hours notice, a \$50 non-refundable charge may be applied *per hour* of your scheduled visit.
- **GREATER THAN 24 HOUR NOTICE**—If you cancel or reschedule your appointment, with greater than 24 hours notice, no charge will typically apply. Of exception, if an appointment is cancelled or rescheduled 3 or more times, a \$50 non-refundable charge may be applied *per occurrence*.
- **LATE ARRIVAL**—If you arrive greater than 15 minutes after your scheduled appointment, and we are no longer able to accommodate you as scheduled, your appointment may be considered missed and the above fees may be applied as applicable.

By signing below, you acknowledge that you have reviewed and received a copy of our “Missed Appointment Policy.” Furthermore, you understand that this policy will be applicable to all scheduled appointments, and you agree to remit payment or forfeit credits within thirty (30) days for any charges applied pertaining to this policy.

Name (please print): _____

Patient Signature: _____ Date: _____