



Cancellation Policy/ No Show Policy

“Life happens” and we will do our best to accommodate your schedule and needs. To best serve all of our patients and clients it is important that our appointment schedule be as accurate as possible. The following policies were developed with that goal in mind.

1. Cancellation/No Show Policy

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 client fails to cancel, and we are unable to schedule you for a visit in a timely manner, due to a seemingly “full” appointment schedule.

If an appointment is not cancelled at least 24 hours in advance you will be charged \$75 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 doctor on time.

If a patient is 15 or more minutes past their scheduled time we will do our best to accommodate the client but a reschedule of the appointment may need to occur.

3. Account Balances

We will require that patients/ clients with self-pay balances to pay their account balances to zero 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 \$100 must make payment arrangements prior to future appointments being made.

Print Name _____

Signature

Patient/Guardian _____ Date _____