
CANCELLATION AND 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.

The following are our office policies regarding cancellations and no shows:

We take this subject seriously at our office, because it can make the difference between whether you succeed in services rendered by our practice. Showing up as scheduled is one of your most important responsibilities.

- In the event of a cancellation, we require a phone call no later than 24 hours of your scheduled visit time. It is your responsibility to call in. Also, be sure to have an alternative time in mind to reschedule your appointment.
- **There is a \$40 charge for a cancellation without 24 hours notice and or for not showing for a scheduled visit.** This charge will not be covered by your insurance company, but will have to be paid by you personally.

When a patient does not show up for their scheduled appointments, three people lose:

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| 1. YOU, the patient, because you are not getting the needed treatment. | 2. THE DOCTOR who now has an empty space in their scheduled since that time was reserved for you personally. | 3. ANOTHER PATIENT who could have been scheduled to receive treatment if there had been proper notice. |
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I HAVE READ THE ABOVE POLICY REGARDING CANCELLATIONS/NO SHOWS AND UNDERSTAND MY RESPONSIBILITIES.

PATIENT NAME PRINTED

_____/_____/_____
DATE