

CANCELLATION POLICY

Our specialist clinic prides itself on providing quality patient care. Due to a lengthy waiting period for an appointment, late cancellation, or not showing up for an appointment day prevents other patients from the benefits of our services. Showing up more than 15 minutes late for an appointment will be considered a No-Show, will incur a No-Show fee, and will require the appointment to be rebooked.

We require 3 business days of notice for cancellation of your appointment.

FAILURE TO FOLLOW OUR CANCELLATION POLICY OR NOT SHOWING UP WILL RESULT IN A \$150 fee for missed consults. \$90 for existing patients. and \$45 for missing a phone call appointment. Another appointment will **NOT** be booked until this fee is paid.

STAFF ABUSE: This office will NOT tolerate staff abuse of any kind. Any patient or family member who is reported as abusing staff may no longer be able to remain a patient of this office. If you have any concerns or questions about any staff, please feel free to leave a suggestion in the box up front or speak with our clinic manager.

Thank you for your cooperation.

Do you understand the cancellation policy that you have just read: YES NO

Agreed to by: _____
Please print name

Signature: _____

Witnessed by: _____
Please print name

Signature: _____

Date signed: _____