

## **APPOINTMENT POLICY**

If you are unable to keep a scheduled appointment, we request that you give us 24 hours notice (by Friday for Monday appointments). This allows our office to run more smoothly and facilitates our ability to offer exceptional care for all of our patients.

If you miss a scheduled appointment *or* if you cancel an appointment within 24 hours, a \$25.00 fee will be applied to your account. You are also expected to make up a missed appointment so you can follow your treatment schedule.

NOTE: Insurance companies will NOT pay for missed appointments. You are responsible for this fee.

Please sign below:

I understand that I will be held responsible for any late cancellations or missed appointments and will pay \$25.00 for each.

SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_