

## **MISSED APPOINTMENT/ CANCELLATION POLICY**

It is our policy that with less than 24 hours' notice on a change of commitment, a charge of \$40.00 will be applied to your account and may be cumulative.

We understand personal emergencies sometimes occur. If you find you cannot keep your appointment, please contact us as soon as possible. If you need to cancel or reschedule your appointment, we ask that you give us at least 24 hours' notice. Cancellations made with less than 24 hours' notice will be considered a missed appointment.

If you are more than 10 minutes late to your appointment, this may be considered a missed appointment.

Missing or late canceling of an appointment means we are unable to fill the allotted time with another patient who needs care. Keeping your appointments enables us to provide better and timelier care for all our patients.

Thank you.

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*Patient or guardian signature*

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*Date*