



## APPOINTMENT CANCELLATION POLICY

Cancellation of scheduled appointment at least 24 hrs. *prior* to appointment time:

**NO CHARGE**

Cancellation of scheduled appointment within 24 hrs of appointment time:

**\$40 FEE**

Unavoidable circumstances may warrant special consideration, but please note that the above charges will apply to most cancellations. The call that you receive to remind you of your visit is a courtesy call, and should not be relied upon to remember your appointment. It is your responsibility to know when your appointment is scheduled. Thank you for understanding the importance of keeping your appointments.

**To cancel or reschedule an appointment, please call 715-3215. Calls left on the voicemail will be logged at the time they came in.**

I understand that I will be charged the above fees if I miss my appointment or cancel in 24 hours or less. I understand this charge is not covered by my insurance.

Signature \_\_\_\_\_

Date \_\_\_\_\_