



NO-SHOW / LATE CANCELLATION FEE

This policy has been established in order to provide the highest level of service to all of our patients. It has been proven that consistent attendance provides for the greatest opportunity for success. By providing us notice of a cancellation, we may be able to accommodate other patients with your appointment slot.

- **Patients must call at least 24 hours prior to their scheduled time**, when they knowingly are unable to make their appointment. Cancellations within 24 hours of appointment will be considered a late cancellation.
- **All No-Show/Late Cancellations will result in:**
 - **First Time:** Verbal Reminder to the Patient
 - **Second Time:** \$25.00 Charge to the Patient
 - **Third Time:** \$50.00 Charge to the Patient
- A patient will be allowed to continue with their therapy after **one** no-show/late cancellation, provided an explanation is supplied.
- We do understand that emergencies arise and that it may not be possible to give such notice. **Exceptions to the No-Show/Late Cancellation Policy will be determined by the Office Manager.**
- **Patients will receive telephone and/or email reminders of appointment dates/times** the workday prior to a scheduled appointment (unless patient chooses not to be called). Patients will always be provided copies of their scheduled appointments.

I acknowledge that I have been informed of this policy and have had an opportunity to have any questions answered.

Patient's Signature

Date

Witness' Signature

Date