



Cancellation, Rescheduling, No Show and Late Arrival Policy

Please understand that our appointment times are limited and we are doing our best to have all patients seen who are in need of medical care. Out of respect for our other clients and staff, we ask that you give us at least 2 business days' notice, if you need to cancel or reschedule an appointment. Missed appointments, or appointments cancelled without 2 business days' notice, may incur a fee of \$100 plus tax.

Also, clients who arrive more than 15 minutes late for their appointment, must rebook and a missed appointment fee of \$100 plus tax may be incurred.

Cancellation/missed appointment fees will need to be paid before your next appointment can be scheduled. Unpaid fees will accrue interest until paid in full.

Our appointment reminder system will attempt to make contact with you via email, text and phone in order to confirm your appointment time. If we do not hear back from you within the 24 hours before your scheduled appointment, we will assume that you no longer require this appointment and we will offer that appointment time to another patient.

I acknowledge that I have read and understood the above policy.

Client signature

Date

Client name (printed)

Staff member initials