

## Cancellation and Broken Appointment Policy

We understand that illness, emergencies, flat tires, and bad weather do occur. We ask our patients to give us, a minimum of, 48 hours' notice whenever possible, if they cannot keep an appointment. This allows us time to fill our schedule with other patients who may be waiting.

### Policy and Fees:

- 48-hours advance notice is required for the cancellation or rescheduling of appointments.
- **All missed appointments or failure to provide 48-hours advanced notice will be charged a \$50 fee**
- Exceptions or adjustments will be at the sole discretion of the physician and are non-negotiable.

### Broken Appointments:

Definition of "Broken Appointment": A broken appointment is when you

- **Cancel** or **reschedule** an appointment with less than 48 hours' notice
- **Do not show up** for the scheduled appointment
- We allow for one (1) broken appointment within a 12 month period
- Any additional broken appointments will be deemed as the patient no longer requiring our services, thus suggesting patient will find a new provider
- Exceptions or adjustments will be at the sole discretion of the physician and are non-negotiable.

Our number one concern is our patients' health. Providing services in a timely manner is critical to accomplish that goal. Our other goal is to keep the cost of services as economical as possible. The appointment you schedule is reserved for you and your treatment only. When you fail to keep your appointment without providing us adequate notice, this adds to the overall cost of care, as trained professionals and facilities are not being utilized. We appreciate your understanding and consideration regarding our appointment policy. I have read, understand and agree to the above mentioned policy.

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Patient signature (Parent/Guardian if minor)

\_\_\_\_\_  
Date