



## Cancellation, no show and late policies

We understand that there are times when you must miss an appointment due to emergencies or obligations for work of family. However, when you do not call to cancel an appointment, you may be preventing another patient from getting much needed treatment. Conversely, the situation may arise where another patient fails to cancel and we are unable to schedule you for a visit. Therefore, this is very important to us.

**Late Arrival:** A patient arriving more than 15 minutes late to an appointment will be required to reschedule for the next available appointment time

**“No show:** a patient that fails to appear for a scheduled appointment will be given a warning. On the second occurrence a \$25 fee will be added to the patient’s account.

**Cancellation:** notice of cancellation must be given no less than 24 hours prior to appointment time to avoid a \$25 fee.

**Additional charges may be added in certain therapies that last more than 1 hour.**

**Signature of patient/guardian:**

**Date:**

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**Printed name of patient/guardian:**

**Date:**

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