

CANCELLATION / MISSED APPOINTMENT POLICY AGREEMENT

Please read carefully.

At least 24 hour notice is **REQUIRED** to cancel or reschedule appointments. Follow up appointments cancelled or rescheduled less than 24 hours prior to the scheduled appointment will result in the assessment of a \$25 same day cancellation fee to the patients account which must be paid prior to the next appointment. Therapy appointments cancelled or rescheduled less than 24 hours prior to the scheduled appointment will result in the assessment of a \$50 same day cancellation fee to the patients account which must be paid prior to the next appointment.

Missed or “no show” follow up appointments will result in the assessment of a \$25 missed appointment/no notice fee to the patients account which must be paid prior to the next appointment. **Missed or “no show”** therapy appointments will result in the assessment of a \$50 missed appointment/no notice fee to the patients account which must be paid prior to the next appointment. **Missed or “no show”** new patient appointments will result in the assessment of a \$100 missed appointment/no notice fee to the patients account which must be paid prior to the next appointment.

All changes to appointments must be made during business hours, Monday – Thursday 10:00 AM – 5:00 PM, Friday 10:00AM – 2:00 PM. Messages left after business hours for next day appointments will be assessed the cancellation fee.

Thank you for your cooperation.