APPOINTMENT  
POLICY

REVISED MARCH 23, 2021

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**Patient Name Date**

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**CANCELLING or RESCHEDULING an APPOINTMENT**

* **We will contact you to confirm the appointment. All appointments must be confirmed within 48 hours of the date of the appointment. If you fail to confirm, your appointment may be cancelled, and you may be charged a $50 fee.**

PLEASE NOTE

**If you must cancel or reschedule a Monday appointment, it MUST be done on the Thursday  
before by 12PM**

**PLEASE INITIAL** \_\_\_\_\_\_\_\_\_\_\_

**MISSED APPOINTMENTS and CANCELLED CONFIRMED APPOINTMENTS**

* **Missed appointments and cancelled confirmed appointments will result in a $50 cancellation fee (less than 48-hour notice)**

**FAILURE to CONFIRM WITHIN 48 HOURS MAY RESULT in CANCELLATION of YOUR APPOINTMENT**

**PREFERRED METHOD of CONFIRMATION**

🞏 Phone Call \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞏 Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞏 Text (cell phone number ONLY) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature Date**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_