



APPOINTMENT CANCELLATION POLICY

When you schedule an appointment with our office, we are reserving clinical time specifically for you. Since we are reserving this time especially for you, we kindly request that if you are unable to keep your appointment please provide *at least two business days' notice during our business hours of operation* so that we may offer the appointment to someone who may be waiting. If you are unable to give two business days' notice, please understand that a charge of \$50/hour *may* apply to your account. Obviously, there are situations that can occur which would prevent you from being able to provide us with the notice that we prefer, and we try to be as accommodating as possible in these circumstances. However, continuous cancellations will outweigh these circumstance and fees can and will be applied regardless.

By signing below, you are stating that you have read and understand the guidelines set above.

Signature

Date

Print