



## CANCELLATION POLICY

Dear Patient,

Due to the extreme shortage of physicians and the many needs of our patients, we are compelled to implement this cancellation policy.

Our office requires 48-hours (two business days) notice of cancellations or appointment changes for physicals and 24-hours notice of cancellation for all other appointments. If you are not able to speak with a secretary you may leave a message on the answering machine.

If you do not offer us adequate notice of appointment changes, we cannot utilize that time for another patient waiting for treatment.

Therefore, there will be a charge for missed appointments (or insufficient notice given). Patients who repeatedly fail to show or frequently change appointments (with insufficient notice) will no longer be able to make appointments. We feel strongly that inconsiderate people shouldn't reduce everyone's access to therapy.

Thank you for your understanding and co-operation.