

**Appointment Policies for**

**Canceling, Missing, and Rescheduling**

Your appointment is reserved specifically for you. A missed or last-minute rescheduling of an appointment greatly affects the practice due to the loss of an empty appointment slot. This impacts the access of other patients to more timely care.

We will make all efforts to reschedule any appointment to meet your needs if given at least 48 hours notice (business days). We understand unexpected circumstances may arise and we will evaluate accordingly.

***Failure to show for an appointment or rescheduling without proper notice will result in a $25 fee.***

***Appointments scheduled for more than one hour will require a $50 deposit that will be applied to treatment. If you are cancelling in less than 48 hours, you will lose your $50 deposit.***

Anyone who does not show for 3 appointments will be dismissed from the practice.

I have read and understand the above policies.

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**