

## LATE CANCELLATION AND MISSED APPOINTMENT POLICY

Because Whole Chiropractic Healthcare schedules a limited number of appointments each week, we need to be able to depend on these appointments to successfully operate our practice. We have therefore established the following policy for missed appointments.

Please arrive on time. Although we will always do our best to see you on the day you're scheduled, we cannot extend your appointment due to lateness, as the doctor is on a set schedule. \_\_\_\_\_ (Initials)

Whole Chiropractic requires 24 hours' notice of your cancellation. You will be responsible for the following fees if less than 24 hours' notice is given.

- 1<sup>st</sup> Late Cancellation/Missed Visit—no charge. We understand that emergencies come up!
- 2<sup>nd</sup> Late Cancellation/Missed Visit—\$25
- 3<sup>rd</sup> and all subsequent Late Cancellations/Missed Visits—\$55

\_\_\_\_\_ (Initials)

Missed-appointment fees are not billable to your insurance, and must be paid by you directly. Payment can be made in the form of cash, check, or credit card.

Repeated late cancellations and missed visits may result in dismissal from the practice. In that event, Whole Chiropractic will no longer be able to provide you with care. You will be notified by certified mail and given adequate time to find a new provider.

We appreciate your understanding.

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Patient Name (please print)

Patient/Guardian Signature

Date