



24 Hour Cancellation Policy

- **Our cancellation policy is that you must notify us with at least 24 hours of your appointment time if you are unable to keep your scheduled time.**
- **We have reserved and allotted time for you. If you miss an appointment you will be charged the full amount of the appointment cost.**
- **We are unable to bill your insurance for this amount.**
- **You are responsible for paying for appointments not cancelled with at least a 24 hour notice.**
- **Payment is due within one week of the missed appointment.**

I have read and understand this office policy:

Signature: _____ Date: _____

Patient/Insured