



## Cancellation & Broken Appointment Policy

When you make an appointment, we consider it confirmed. We will attempt to remind you of your confirmed appointment 2 days prior and the evening before you are scheduled. If you do not receive our reminders for any reason, we still consider your appointment to be confirmed. It is to the benefit of all our patients and our staff to know when someone is unable to attend when scheduled. We require at least **24 hours** notice to cancel or change your appointment unless you or a close family member is ill on the day of your appointment.

We will charge a fee to your account if we do not receive at least 24 hours notice to cancel an appointment and the office is unable to rebook this time with another patient.

We can Text or Email you reminders if you would like.

Best Number for Text

Best Email Address

I have received notice of this policy for Cancellation & Broken Appointments.

Patient/Guardian Signature \*

Date \*