

OFFICE CANCELLATION POLICIES EFFECTIVE IMMEDIATELY:

If you do not cancel or reschedule at least 48hrs. prior to your scheduled appointment, there will be a charge of \$25 payable before you can schedule another appointment.

A. FOR FOLLOW-UP APPOINTMENTS AND LAB DRAWS/REPORTS:

1. It is your responsibility to make an appointment with the lab, right at or around the time you check out from your current appointment.
2. Failure to not schedule your lab appointment is not a reason to cancel or waste appointment slots for other patients.
3. We ask that you keep your follow-up appointment with the Doctor who can evaluate without labs to make necessary clinical decisions and,
4. We then may call you back for adjustments based on the abnormal lab reports.

B. MORE THAN ONE CANCELLATION OF SCHEDULED OR RESCHEDULED APPOINTMENTS:

1. You need to clear any previous cancellation fee before another appointment can be scheduled or
2. You place your credit card information on your file acknowledging your permission for our office to charge \$25 if you do not show up for a scheduled appointment.

C. NEW PATIENT APPOINTMENTS:

1. If a new patient does not show up without at least 48 hrs. notice, they will be charged \$50 to make another appointment.