

MISSED APPOINTMENT POLICY

Our goal is to provide quality individualized care in a timely manner. We understand that there are times when you must miss an appointment due to emergencies or unavoidable obligations for work or family. However, when a patient misses a scheduled appointment they could be preventing another patient from getting much needed treatment. That patient needing treatment could be you!

A **Missed Appointment** is defined as:

- A late arrival to a scheduled appointment (more than 15 minutes late)
- A “No Show” (no contact from the patient to cancel appointment)
- An appointment that is cancelled less than 24 hours before arrival time

Late Arrival – A patient arriving more than 15 minutes late to an appointment will be required to reschedule for the next available appointment time.

“No Show” – A patient that fails to appear for a scheduled appointment will be given a warning. On the second occurrence a **\$25** fee will be added to the patient’s account.*

Cancellation – Notice of cancellation must be given no less than 24 hours prior to the scheduled appointment time to avoid a \$25 fee.*

**Additional charges may be assessed on certain appointments:*

Missing any of the appointment types listed below could incur a charge equal to 50% of the original treatment fee:

1. *IV Therapy*
2. *Colon Hydrotherapy*
3. *Hyperbaric Oxygen Therapy*

Signature of Responsible Party

Date

Printed Name

Date