

## Cancellation Policy

Dear Client,

Due to the time-consuming nature of the work that we do, it is imperative that our doctor be able to devote undivided attention to each patient during their appointments. We make efforts every day to keep our practice running on time, and to avoid asking our clients to wait. We respect your time and we ask that you respect our time. Most doctors' offices double or triple book their doctors in order to remain efficient in spite of scheduling issues. Our practice is not in a position to schedule in this manner. The number of patients we can book in a day is limited. Since some days we experience a cancellation rate of 40% or more, we have had to adopt the following policy. We have tried to avoid being rigid or negative in any way, as it disrupts our own positive energy. It is with regret that we have had to establish this practice policy regarding cancellations and missed appointments.

1. We require at least 24 hour notice to reschedule or cancel an appointment. If an appointment is cancelled with less than the 24 hour notice, or if you fail to show up, you will be charged for that appointment.
2. Frequent cancellations will result in your being required to pay in advance for an appointment scheduled at our clinic.
3. Late arrivals will result in the appointment time being shortened by the amount of time that they arrive late. You will be charged for the full appointment.

As a courtesy to our clients and in an effort to reduce the number of cancellations and missed appointments, we try to send reminder emails the day prior to the appointment. Failure to receive a reminder email does not negate the 24 hour cancellation policy.

Thank you very much for your cooperation and consideration.

Dr. Linda Faris

I have read and agree to the terms of the cancellation policy.

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Signature

Date

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Print Name