

Cancellation & Missed Appointment Policy

325 Hammond Drive, Suite 201

Atlanta, GA 30328

404-256-01114

In order to respect the time of other patients in the office as well as the time of the Doctor, the following policy will be enforced on patients who are significantly late, cancel with a minimum amount of time, or regularly fail to show for appointments.

- Patients are required to give as much notice as possible. In the case of a morning appointment this notice should be given before the close of the office on the prior day. In mid to late day appointments notice should be given a minimum of 2-3 hours before the scheduled appointment.
- Not showing up for an appointment is **never** acceptable without prior notice. Please have respect for the doctor's and/or therapist's time as much as you would like your time respected. When this happens it also effects other patients who may have wanted to schedule an appointment for that same time. **Note:** If you are late for your massage, that time will be deducted from your allotted time.
- We do understand that sometimes things happen that are outside of our control. Therefore up to 15 min after a scheduled appointment you will not be considered late. After 15 minutes the Doctor may deem you late and may proceed to the next patient, leave the office, or by consider you a "no-show" for that appointment.
- In any of the above listed situations, the Doctor reserves the right to charge you a fee of \$20 to make up for the missed appointment, and time lost. This fee is never covered by insurance, and will be billed automatically.

Thank you for your consideration.

Patient Signature _____ Date _____