

**CANCELLATION AND RESCHEDULING POLICY**

Our office hours range from 8am-8pm. Should you need to cancel or change future appointments, **24 hour** notice is **required** except for Monday appointments which require cancellation on Friday, although **48 hour** notice is requested. You may call the office and leave a voicemail at any time to cancel your appointment. Because your appointment time is reserved only for you and cannot be filled without sufficient notice, missed appointments or those cancelled less than 24 hours will be billed to your account. Insurance does not cover any portion of the **\$60 fee** for missed appointments or those cancelled without sufficient notice, and payment of such fees is required by you at or before your next appointment. Exceptions are made in cases where extraordinary circumstances prevent adequate cancellation notice.

X \_\_\_\_\_

Client Signature

\_\_\_\_\_

Date