



Partners in Health Healing Arts Center
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Effective March 25, 2015, our cancellation policy is as follows:

All patients must cancel or reschedule all appointments AT LEAST 24 hours in advance, with the exception of emergency situations. Missed appointments or late cancellations will result in the patient being billed for the missed appointment/cancellation in the amount of \$25.00 for standard appointments and \$75.00 for missed annual exam/well child/complete physical appointments.

Repeated and/or excessive missed appointments may result in our office requiring same day visits or our inability to serve you as a medical provider.

Exceptions will be made for emergencies. Please let us know as soon as possible so we can reschedule your visit. In the instance that WE need to cancel or reschedule an appointment, we will notify you at least 12 hours in advance. However, this does not apply to cancellations due to weather or emergencies.

In order for our office to run smoothly, it is important we stay on schedule throughout the day. If you arrive late, we will do our best to ensure you receive the best session possible within your remaining, previously scheduled, time allotment. Arrival more than 10 minutes late may necessitate rescheduling your appointment for another time. Thank you for understanding.

I have read the above policy and agree to the terms:

_____ **Date:** _____
Patient or Patient Representative