



# Annapolis Healing

## Cancellation & Missed Appointments

### Appointment Policy

Our goal is to provide quality individualized medical care in a timely manner. "No-Shows" and late cancellations inconvenience those individuals who need access to medical care in a timely manner. We would like to inform you of our office policy regarding missed appointments. This policy enables us to better utilize available appointments for our patients in need of medical care.

Your appointment is reserved exclusively for you. In order for our physicians to stay on schedule, we can only accept tardiness up to 15 minutes from scheduled appointment time. At that point, we will have to re-schedule if the patient arrives after that grace period.

We appreciate your cooperation and understanding.

*A 24-hour notice is requested for rescheduling and/or cancellation of your appointment so another patient can utilize your time slot.*

- **First missed appointment:** no charge \_\_\_\_\_
- **Second missed appointment:** \$50 fee will be charged to your card \_\_\_\_\_
- **Third missed appointment:** \$50 fee will be charged to your card and you may be discharged from our practice \_\_\_\_\_

*Please note that if you are more than 15 minutes late you will have to be rescheduled and will owe the cancellation fee of \$50 \_\_\_\_\_*

I, \_\_\_\_\_, realize that Annapolis Healing has a cancellation policy and that I will be charged \$50.00 if I do not provide at least 24-hours notice when canceling or rescheduling an appointment.

Signature: \_\_\_\_\_

Date \_\_\_\_\_