

MEDICAL APPOINTMENT CANCELLATION/NO SHOW POLICY

Thank you for trusting your medical care to SpinePlus Chiropractic. When you schedule an appointment with SpinePlus Chiropractic we set aside enough time to provide you with the highest quality care. Should you need to cancel or rescheduled an appointment please contact our office as soon as possible, and no later than 12 hours prior to your scheduled appointment. This gives us time to schedule other patients who may be waiting for an appointment. Please see our Appointment Cancellation/No Show Policy below:

- Effective May 14, 2018 any established patient who fails to show or cancels/reschedules an appointment and has not contacted our office with **at least 12 hours notice** will be considered a No Show and charged a **\$25.00 fee**.
- Any established patient who fails to show or cancels/reschedules an appointment with no 12 hour notice a **second time** will be charged a **\$25.00 fee**.
- Any new patient who fails to show for their initial visit will be charged **\$30.00 fee**
- The fee is charged **to the patient, not the insurance company, and is due at the time of the patient's next office visit.**

We understand there may be times when an unforeseen emergency occurs and you may not be able to keep your scheduled appointment. If you should experience extenuating circumstances please contact our Office Manager, who may be able to waive the No Show fee. You may contact SpinePlus Chiropractic 24 hours a day, 7 days a week at the number below. Should it be after regular business hours Monday through Friday, or a weekend, you may leave a message. Messages left at either location are acceptable.

SpinePlus Chiropractic (248) 324-3090

I have read and understand the Medical Appointment Cancellation/No Show Policy and agree to its terms.

Signature (Parent/Legal Guardian)

Relationship to Patient

Printed Name

Date