

## Cancellation Policy:

In order to serve you better and keep the cost of medical care down, we try to maintain an efficient appointment system. However, our cost of providing care increases greatly when people fail to keep scheduled appointments. **We need at least 24-hour notice for any cancelled appointment. We will waive the cancellation fee of \$50 if it is your first cancellation or if it is a true emergency. We will charge you if it happens a 2<sup>nd</sup> time. After 3 of these cancellations without proper notice, you may be dismissed from our office or a deposit of \$100 will need to be obtained before making another appointment.**

## Collection Policy:

We also reserve the right to send an account to collections. We will make several attempts before doing so, via statements and phone calls. If the account goes into collections, a deposit of \$100 **in addition to the balance** will need to be paid before another appointment can be made. The deposit amount will be refunded once claim is paid in full.