



MISSED APPOINTMENTS

The following policies were created to reduce waiting and help you get the best results.

MISSED APPOINTMENT:

Every patient is allowed one missed appointment per year. The second time a patient misses an appointment without notifying the office, they will be charged \$30.

Patients seeing multiple providers in one visit will be charged \$50.

Massage Therapy patients will be charged for the entire massage amount.

Any patient missing three appointments in a year will no longer be able to schedule in advance, but can continue to be seen on a walk-in basis.

TARDINESS:

If a patient is more than 10 minutes late, they will need to be rescheduled and will count as a missed appointment.

CANCELLATION:

Patients may cancel an appointment without any penalty as long as the notification is at least 24 hours prior to the appointment time. Any cancellation within 24 hours of the appointment time will count as a missed appointment.

MASSAGE THERAPY:

In order to reserve an appointment for massage, we must either have a credit card number on file, or you are welcome to pre-pay either by cash, check, or credit card.

I _____ understand Hemmett Family Chiropractic's policy on missed appointments, cancellations and tardiness. I agree to pay the fees as outlined above.

Patient's signature

Date