**Missed Appointment/Cancellation Policy**

**Appointments**

Appointment can be made by contacting the office directly at www.mydchw.com or by scheduling after your appointments at check out. It is our practice to schedule appointments in advance to provide you with consistency and the most convenient appointment times for your schedule.

**Missed Appointment Policy**

Your appointment time is reserved for you alone. Please be courteous, and when at all possible, provide as much notice as you can. If you must cancel or reschedule an appointment, we ask that you provide notice of at least 24 hours. Should you have a late cancellation, no show or late arrival for your appointment, this will be considered a missed appointment.

We define a missed appointment in the following ways:

**Same Day or Late Cancellation:** Notice of less than 24 hours of your inability to attend a scheduled appointment.

**No Show:** Failure to provide any notice of your inability to attend the appointment prior to the appointment time.

**Late Arrival:** Arrival of 10 minutes or more late for your appointment without notice and your appointment needing to be rescheduled

You will receive a $100 charge for each intake appointment and $60 charge for each missed follow up appointment. We reserve the right to discharge patients from our care due to repeated missed appointments.

**Note:** This is a reminder that insurance companies will not pay for missed appointment fees, and you acknowledge that any fee incurred due to a missed appointment will be your responsibility.

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Signature & Date

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Printed Name