



NO-SHOW/LATE CANCELLATION POLICY

We understand that you may need to cancel an appointment occasionally. In such circumstances, please contact us no later than 24 hours before your scheduled appointment time. You may do so by calling 919-704-8959, emailing admin@circlecitychiro.com, or responding to the confirmation text or email that you receive.

If you do not show up for your appointment or cancel or reschedule within 24 hours of your appointment time, we will consider this a no-show. If you arrive late for your appointment and it is necessary to reschedule, this is also considered a no-show. No-show appointments may be subject to a \$35 fee. No-show fees are the patient's sole responsibility and must be paid in full before your next appointment.

Repeated missed appointments compromise the doctor's ability to deliver effective care. For this reason, if you accrue 3 no-shows, your treatment at Circle City Chiro will be subject to termination. In this situation, we will assist by providing a referral to another practice.

We know that unexpected situations sometimes arise. In the case of emergencies or extenuating circumstances, we may waive the no-show fee. Waivers are determined on a case-by-case basis at the practice management's sole discretion.

Printed Patient Name _____

Patient Signature _____

Date _____