

## Whitebridge Pulmonary Care

### Cancellation & Reschedule Policy

At Whitebridge Pulmonary Care, we are committed to providing exceptional, timely care to all clients. To help us maintain an efficient schedule and respect the time of our staff and patients, please review the following policy regarding appointment changes.

#### 1. Cancellation Notice:

Clients must provide at least 24 hours' notice to cancel an in-home visit. Cancellations made with less than 24 hours' notice may result in a cancellation fee.

#### 2. Rescheduling Appointments:

Clients who need to reschedule an appointment are encouraged to do so at least 24 hours in advance. We will make every effort to accommodate rescheduled visits in a timely manner.

#### 3. No-Show Policy:

Failure to be present at the scheduled time of service without prior notice will be considered a no-show. Repeated no-shows may result in limited service availability or discharge from our care program.

#### 4. Emergencies:

We understand that emergencies can occur. In such instances, we ask that clients notify us as soon as possible. We will work with clients on a case-by-case basis regarding fees or rescheduling.

Thank you for your understanding and cooperation.

Client Signature: \_\_\_\_\_

Date: \_\_\_\_\_