

## **CANCELLATION/TARDINESS POLICY**

Effective as of April 1, 2020, Next Level Spine and Sports Injury Center will be instituting the following Cancellation and Tardiness Policy.

WE REQUEST 24 HOURS NOTICE FOR THE RESCHEDULING OR CANCELLING OF AN APPOINTMENT.
APPOINTMENTS RESCHEDULED OR CANCELLED WITHOUT 24 HOURS NOTICE WILL BE CHARGED A \$35 CANCELLATION FEE.

IF YOU ARE 8 MINUTES LATE OR MORE, YOUR APPOINTMENT WILL NEED TO BE RESCHEDULE AND YOU WILL BE CHARGED A CANCELLATION FEE.

All cancellation fee must be paid prior to scheduling your next appointment.

While we hope this will not be necessary, patients who repeatedly violate our Cancellation and Tardiness Policy may not be allowed to reschedule with Next Level.

Thank you for being a valued patient, and for your understanding as we institute this policy. This policy will enable us to open otherwise unused appointments to better serve the needs of all patients.

Patient Signature	Date