

PATIENT MISSED APPOINTMENT POLICY

DEFINITIONS

Policy- a way of managing affairs so as to achieve some purpose.

Appointment- a meeting with someone at a certain time and place.

Missed- fail to keep, do, or be present at.

It is our wish that each and every one of our patients receive the very best care and service possible. Your treatment program consists of a specific series of treatments given over a pre-planned time span. If you do not follow this plan, then you will not receive the desired results.

If we did not insist that you meet all your appointments, we would be doing you a disservice and it would be indicative that we did not care. We do not want to do you a disservice and we do care about you and the success of your program here. Therefore, we have a few simple rules that we insist you follow:

1. Meet all of your appointments. Arrange the activities in your life so that this can occur.
2. If you become ill, we still want you to come in because Chiropractic care will help you recover from your illness.
3. If you are unable to make it in due to an emergency, please call us and let us know so that we can reschedule your appointment.
4. With the exceptions of unexpected emergencies, we require that you notify us at least 24 hours in advance as to any appointment changes.
5. All cancelled or missed appointments must be rescheduled and made up within one week.
6. There is a \$25.00 service charge for missing an appointment and not making it up within 7 days.

I have read, understood, and agree to follow the above policy.

Patient's Name: _____