



## Cancellation and Missed Appointment Policy

We understand circumstances may arise that will not allow you to keep your appointment. However, we ask that you show consideration by notifying our office at least 24 hours in advance if you are unable to keep an appointment. It's our goal is to provide quality individualized medical care in a timely manner. Late cancellations and missed appointments inconvenience other patients who need access to medical care and disrupt our ability to care for patients in a timely manner.

This policy enables us to better utilize available appointments for our patients in need of medical care and keeps us from going to the costly activity of sending a practitioner to your home only to find no-one there.

## How to Cancel Your Appointment

If you need to cancel your appointment for any reason please give us a **minimum of 24-hour's notice**. Our business hours are M-F 8am – 4pm. If you are canceling a Monday appointment, please do so by Friday at 4pm. To cancel appointments, please call **858-458-2993**. If you do not reach the receptionist, please leave a detailed message on our voicemail. Include your full name and phone number. We will return your call promptly to reschedule your appointment.

## Acknowledgement:

Patient Name: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

Patient Signature:

\_\_\_\_\_

Patient Representative Name: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

Patient Representative Signature:

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