



Cancellation/No-Show Policy

Please read carefully

Please give our office at least **24 hour notice** if you are unable to keep your appointment. We realize that emergencies and other scheduling conflicts arise and are sometimes unavoidable; however, advance notice allows us to fulfill other patient's scheduling needs and keeps the clinic operating efficiently.

- Failure to call and cancel an appointment within 24 hours is considered a **"No-Show"**. After 2 such occurrences, any additional scheduled appointments may be cancelled. Your therapist may consider you a discharged patient, and may send a note to your physician indicating non-attendance.
- No-shows will be charged **\$35** for missed treatment sessions and payment is expected at your next attended visit or due at time of receiving the no-show invoice.
- Along with quality treatment, it is the goal of this clinic to treat patients at their scheduled time. If you are more than 15 minutes late for your appointment, your appointment may need to be rescheduled.
- Worker's compensation and Auto adjustors expect regular attendance and we are obligated to inform your adjustor of any missed treatment sessions. If appointments are missed or cancelled on a regular basis it could affect the status of your claim.

In order to help you, we have found that consistent attendance is the key to our patients' success.

To cancel or reschedule appointments, please call (925) 513-2252.

I acknowledge that I have read and understand these policies.

Patient Name

Patient Signature

Date