

## ALIGN SPINE HEALTH CENTER, LLC

### MISSED APPOINTMENT POLICY

We want to thank you for choosing us as your Chiropractic health provider. In order to provide you and our other patients with the best optimal spinal care, we request that you follow our guidelines regarding broken or cancelled appointments. Please remember that we have reserved appointment times especially for you. Therefore, we request at least **24 hours notice** from your scheduled appointment to reschedule your appointment. This will enable us to offer your cancelled time to other patients that desire to get their treatment completed. When you cancel your appointment at the last minute everyone loses – you, the doctor and other patients that would like to have utilized your appointment time.

Therefore, all broken or cancelled appointments within 24 hours of the scheduled time will be charged a **missed appointment policy fee of \$20.00. Saturday missed appointments will be charged a fee of \$40.00.** Thank you for your consideration of our policies, and for the opportunity to be your chiropractic office of choice.

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Signature

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Date