



NO SHOW AND CANCELLATION POLICY

(EXCLUDING CHIROPRACTIC ONLY)

Cancellation of an Appointment

In order to be respectful of the wellness and medical needs of our Community, please be courteous and call promptly if you are unable to attend an appointment. This time will be reallocated to someone who is in urgent need of treatment. This is how we can best serve the needs of our Community. If it is necessary to cancel your scheduled appointment, we require that you **call 24 business hours in advance**. Appointments are in high demand, and your early cancellation will give another person the possibility to have access to timely wellness and medical care.

How to Cancel Your Appointment

To cancel appointments, please call (907) 561-4474. If you do not reach the receptionist, you may leave a detailed message on the voicemail.

Late Cancellations

Late cancellations will be considered as a “no show”.

No Show Policy

A “no show” is someone who misses an appointment without cancelling it 24 business hours in advance of your scheduled appointment. (Example: your appointment is at 3pm on Tuesday. You need to call by 3PM on Monday or your appointment is at 7am Monday you need to call between 8am-12pm Saturday.) No-shows inconvenience those individuals who need access to wellness and medical care in a timely manner. A failure to present at the time of a scheduled appointment will be recorded in your chart as a “no show” and a **fee of \$45.00** will be billed to your account and sent to your home with the signed consent. This fee covers administrative tasks associated with your appointment or any prepped medication for your appointment. This fee will need to be paid in full before scheduling any further appointments.

Massage Therapy Appointments

For massage therapy appointments, if the appointment slot ends up being filled, you will not be charged the fee.

Patient Name

X _____
Patient Signature

Date