

## Appointment Policy

Welcome to Integrative Acupuncture. We are delighted to have you as a patient and look forward to providing you with the highest quality care. In order to optimize your relationship with us, please take a minute to read our appointment policy.

Many of our clients are pleased to find out that we are usually on time. This is because a treatment room has been reserved for you, whereas most medical offices overbook by scheduling several patients at the same time. That kind of scheduling provides the practitioner with a steady flow of patients but does not respect the patient's time.

Occasionally, there is a problem with patients who are not used to staying on schedule themselves. With that in mind, if you are going to be more than 15 minutes late, please call to confirm availability.

A 24-hour notice for cancelled or rescheduled appointments is necessary in order to avoid a cancellation fee of \$65. This allows us time to schedule another patient that would also benefit from treatment. This appointment policy allows us to develop a mutual consideration and respect for our time and yours.

**Any questions regarding my appointments have been addressed. I have read this statement and I fully understand it.**

\_\_\_\_\_  
Print name in full

\_\_\_\_\_  
Print name of representative, if applicable

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature of representative

\_\_\_\_\_  
Date