



MISSED APPOINTMENT POLICY

We strive to provide our clients with the very best care and service possible. Our commitment to your well being and the gain of your physical abilities is something we take quite seriously. Your treatment schedule consists of a series of appointments given over a pre-planned time frame. It is important that you follow this plan for optimal health and desired results. In order to provide you with quality service in a timely manner, we have implemented guidelines in rescheduling or canceling an appointment. This policy allows us to utilize cancelled appointments for other clients needing services.

Cancellation of an Appointment:

If it is necessary to cancel your scheduled appointment, we require that you **call at least 24 hours in advance**, and calling early in the day is appreciated. Appointments are in high demand, and your early cancellation will give another person the possibility to have access to timely services.

How to Cancel/Reschedule Your Appointment:

To cancel or reschedule appointments, please call 207-767-9773. If you do not reach the receptionist you may leave a detailed message on the voice mail. If you would like to reschedule your appointment, please be sure to leave us your name, phone number and let us know the best time to return your call. Late cancellations, (failure to give 24 hour notice), will be considered as a "no-show".

No-Show Policy:

A "no-show" is someone who misses an appointment without canceling it in an adequate manner or is more than 15 minutes late. Failure to be present at the time of a scheduled appointment will be recorded as a "no-show". The first "no-show", there will be a \$25.00 fee billed to your account. Any subsequent "no-shows", will result in a fee of \$50.00 billed to your account.

I have read and understand this policy.

Patient's Name (printed)

Signature Patient or Representative

Date