

Helios Integrated Medicine

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1/1/11

Cancellation Policy

Our practitioners often schedule 30 minute and 1 hour appointments to best meet your medical needs. This limits how many clients we can accommodate in a certain day. Frequently, there are clients who are waiting on lists when appointments become available. We, therefore, have and enforce a 24 hour cancellation/reschedule policy.

We ask that you be considerate to our practitioners and waiting patients. If you need to change your appointment we need 24 hours notice. If you need to change a Monday appointment, it needs to be done by Friday morning. There will be a \$100.00 fee when less than 24 hours notice is given. Failure to notify us of a cancellation will result in being charged the full fee for service.

No charge is made for any appointment cancellation or reschedule with more than 24 hours notice. Please arrive 15 minutes prior to your appointment to allow for parking and checking in. We thank you for your compliance and understanding.

Helios Integrated Medicine

I have read and comply with the above policy.

Signature _____

Date ____/____/____

Credit Card Number _____

Exp Date ____/____/____

(credit card information optional)

We will notify you prior to your card being charged. We try our best to avoid cancellation or reschedule fees by calling to confirm your appointment.