

# Appointment Cancellation Policy Agreement:

The Luna Center for Natural Health is committed to providing all of our patients with exceptional care. In an attempt to be consistent, we have an **Appointment Cancellation Policy** that allows us to schedule appointments for all patients. When a patient cancels without giving enough notice, they prevent another patient from being seen.

We require you contact us at least **48 hours** prior to your scheduled appointment to notify us of any changes or cancellations. If you do not contact us within the required time, you will be charged \$75 for the missed appointment. This fee cannot be billed to your insurance company. We will be unable to transfer records or make future appointments until the fee is paid.

Additionally, if a patient is more than 20 minutes late for an appointment without prior notice, we will consider this a missed appointment and the \$75 fee will be charged.

If you have any questions about this policy, please do not hesitate to ask and we can clarify any questions you may have.

We thank you for being a patient at The Luna Center for Natural Health.

**I have read and understand the Appointment Cancellation Policy of the practice and I agree to be bound by it's terms. I also understand and agree that such terms may be amended from time to time by the practice.**

I, \_\_\_\_\_(print name), have received a copy of The Luna Center for Natural Health's Appointment Policy.

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Signature

Date