



## **Patient Acknowledgement Appointment Cancellation Policy**

Dear Patient,

Aroa Chiropractic & Acupuncture has instituted an Appointment Cancellation Policy. A cancellation made with less than a 24 hour notice significantly limits our ability to make the appointment available for another patient in need.

1. Please provide our office a 24 hour notice in the event that you need to reschedule your appointment. This will allow us the opportunity to provide care to another patient. A voice message can always be left after hours on our voicemail if needed or text us at 409-866-4325 to avoid a cancellation fee being charged.
2. A no show or missed appointment without proper 24 hour notification may be assessed a \$25 fee.
3. This fee is not billable to your insurance.
4. As a courtesy we send reminder texts for appointments one to two days in advance. Please note if a reminder text is not received the cancellation policy remains in effect.

If you have any questions regarding this policy please let us know and we will be glad to clarify any questions you have.

I have read and understand the Appointment Cancellation Policy and I acknowledge its terms. I also understand and agree that such terms may be amended by the clinic.

---

Printed Name of Patient

Signature of Patient

Date