

# No-show, Cancellation, and Late Arrival Policy

Effective 7/22/2019 all appointments must be cancelled if you are unable to attend within a 24-hour period. Failure to notify any of our staff that you will not be coming to your scheduled appointment will result in a \$25.00 no-show fee. You will also be considered a no-show if you arrive 30 minutes or greater for your scheduled appointment time. This will also result in a \$25.00 no-show fee. CMS and all other medical insurance companies will not cover late cancellation, missed appointments, or late arrivals, therefore the patient will be financially liable.

Champaign Chiropractic Clinic will be enacting this new policy to ensure that all of our patients have a positive experience in our office as well as allowing someone else your appointment time. The new policy will ensure that our staff and doctors can work more efficiently without having to alter their schedules due to one or two patients.

We sincerely hope our patients never have to be charged for such events. However, when multiple patients are waiting days and in some cases a week or more for an appointment, a last-minute cancellation/no-show/late patient affects not only the doctors but also other patients.

Thank you for understanding!

Kindly,

Champaign Chiropractic Clinic

Signature: \_\_\_\_\_

Date: \_\_\_\_\_