



CHIROPRACTIC
SOLUTIONS

by dr julie

Late Cancellation and Missed Appointment Policy

The goal of CHIROPRACTIC SOLUTIONS by dr julie is to provide personal, professional and quality medical care in a timely manner. In order to do so for all of our patients, it has become necessary for us to implement a Late Cancellation and Missed Appointment Policy. This policy went into effect July 1st, 2016.

With our busy lifestyles, we certainly understand that it is sometimes necessary to cancel and/or reschedule an appointment. We just ask that you show appropriate respect for our doctor and staff, as well as understand the impact that this has on our overall scheduling process. Because of this, we now require that you contact us **at least 24 hours in advance to avoid the late cancellation fee of \$25.** (Appointments rescheduled will incur a \$15 charge only). Missed appointments without notification will be charged \$35. Keep in mind that in neither situation can your insurance be billed, as this fee is not for services rendered.

As in the past, to cancel your appointment simply call our office at 502 253.1135 as soon as you realize that you will be unavailable. You can do so even on nights and weekends. If you do not reach a member of our staff, you may leave a detailed message on the voice mail. If you would like to reschedule your appointment, be sure to leave us your telephone number(s) the best time to return your call.

Remember that if you cancel your appointment at the last minute, everyone loses – you, the doctor and other patients that would like to have utilized your appointment time.

I have read and understand that as of July 1st, 2016 and forward that I will be charged a fee if I fail to show for an appointment. I understand that this fee is not covered by any healthcare provider but is the responsibility of the patient or guardian.

Signature of Patient or Guardian: _____ Date: _____

Print Name: _____

Witness: _____ Date: _____