



# **Appointment Cancellation** **Policy**

A patient of our clinic, it is your responsibility to keep scheduled appointments. The office must have notice of cancellation at least 24 hours before the appointment or earlier if possible. This allows for other patients to be scheduled into that appointment. If you miss an appointment without contacting our office within the required time, this is considered a missed appointment. **A fee of \$40.00** will be charged to you; this fee cannot be billed to your insurance company and will be your direct responsibility.

If you are unable to keep your appointment please call our clinic at 781-843-0340 to reschedule.

If you have any questions regarding this policy, please let our staff know and we will be glad to clarify any questions you have. I have read and understand the Appointment Cancellation Policy of the practice.

Signature of Patient:

Date: