

17-November-2010

Annapolis Integrative Medicine
1819 Bay Ridge Ave
Suite 180
Annapolis, MD 21403

Cancellation Policy

BACKGROUND:

Annapolis Integrative Medicine has structured appointments so that every patient has ample time with Dr Weiss. All appointments are at least one-half hour, and many are up to two hours long. Given that, last minute cancellations are difficult to fill and place a burden on the office.

It is the responsibility of the patient to remember their appointments. We do, as a courtesy, leave a reminder message for appointments. As well it is the responsibility of the patient to get blood work done in preparation for their appointment.

At the same time we understand that from time to time people have emergencies, and situations do arise, which make it impossible for people to keep appointments. We will be compassionate and understanding when these situations occur.

POLICY:

24 hours notice is required when cancelling or rescheduling an appointment. ***This does not include weekends.*** Please call to reschedule or cancel Monday appointments by Friday. Cancelling a Monday appointment on the weekend leaves us no opportunity to fill that slot and is subject to cancellation fee as outlined above. **You may contact the office by phone, fax or by email.**

The charge for appointments cancelled less than 24 hours in advance will be for one half of the appointment time scheduled.

“No-Shows”, i.e. not showing up for an appointment and not cancelling in advance, will be charged 100% of the missed appointment.

Recurrent missed appointments make it impossible to maintain a therapeutic relationship and will result in discharge from the practice

I accept the above policies:

Patient Signature _____