

07-Sep-10

**Annapolis Integrative Medicine  
1819 Bay Ridge Ave  
Suite 200  
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 missed appointments will be for one half of the appointment time scheduled. After one missed appointment, and at the discretion of our office, the missed appointment charge may be for a 100% of the missed appointment

### **Late Policy**

Dr. Weiss makes every effort to stay on schedule in order to avoid lengthy waits for patients. Should an unavoidable delay occur, please contact the office. Appointments will be held for 15 minutes and will be charged from the scheduled start time of the appointment.

**I accept the above policies:**

**Patient Signature** \_\_\_\_\_