



Appointment Cancellation and No Show Policy

At Hatch Chiropractic we strive to render excellent chiropractic care to you and the rest of our patients. We understand that there are times when you must miss an appointment due to emergencies or obligations for work or family. However, when you do not call to cancel an appointment, you may be preventing another patient from getting much needed treatment.

Our policy is as follows:

In the event that you need to reschedule your appointment we require that you give our office 24 hour notice. This allows for other patients to be scheduled into that appointment.

If you miss an appointment without contacting our office within 24 hours of your scheduled time, it will be considered a missed appointment. A fee of \$50 will be charged to you; if the scheduled appointment is for acupuncture or massage you will be charged \$79; this fee cannot be billed to your insurance company and will be your direct responsibility.

Additionally, if a patient is more than 15 minutes past their scheduled time their appointment will have to be rescheduled. This will be considered a missed appointment.

If you have any questions regarding this policy, please let our staff know and we will be glad to clarify any questions you have.

A valid credit card is required to be on file. In the event you fail to show for an appointment your card will be charged accordingly.

By signing below I acknowledge that I have received, reviewed, understand, and will comply with the policies outlined above.

Signature of Patient

Date

Printed Name

Credit Card Number

Exp. Date

CVV