

Office Cancellation Policy

To make sure that each patient gets our individual attention, we set aside dedicated time for them in our schedule. If you find it necessary to cancel an appointment, we request that you provide us with at least 48 hours notice if possible.

We understand that occasionally illness or emergencies occur and you may not be able to give as much notice in those instances. Our hope is that you understand that we've set aside this time in our schedule for you and we need you to make every effort to schedule your appointments at a time that works best for you.

For your convince we use a company called Solution Reach to remind you of scheduled appointments through text or email. However, if you need to cancel or reschedule we do ask that you call our office to do so.

Our policy for short notice cancellations or failed appointments:

- 1.** First short notice cancel or fail, no fee will be charged but will be recorded in your patient record. Verbal reminder of office policy.
- 2.** Second short notice cancel or fail, there **may** be a charge of \$50 per hour of missed appointment time. Verbal reminder of office policy.
- 3.** Third short notice cancel or fail, there **will** be a charge of \$50 per hour of missed appointment time and we may only be able to schedule you a same day appointment in the future.

By signing this form, I'm acknowledging that I fully understand Dr. Wagner's cancellation policy and accept full financial responsibility for any fee incurred by me due to a short notice cancellation or failed appointment.

Patient Signature: _____ Date: _____