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## CANCELLATION, NO SHOW, LATE POLICY

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Kala DeHaan, WHCNP strives to ensure that you have ample time to cover all your concerns when at any of your appointment. To ensure maximum quality service please be aware of the following appointment policy:

Scheduled Appointments: If you cannot make your scheduled appointment, you must call us **at least 24 hours in advance** to let us know. This allows us enough time to offer your appointment to another patient. Failure to provide at least 24 hour notice counts as a missed appointment.

Missed Appointments: **You will incur a \$25** fee for all missed appointments that will added to you next bill. If you miss more than 2 scheduled appointments please be aware you run the risk of no longer having access to Kala's services.

Late Arrivals: If you arrive more than 15 minutes late for your scheduled appointment you may be rescheduled for a future date and time.

If you have any questions about the Cancellation, No Show and Late Arrival Policy, please speak with any of our staff.

I understand and agree to abide by this cancellation, No Show and Late Arrival Policy.

PATIENT NAME (PRINT) \_\_\_\_\_

DATE \_\_\_\_\_

PATIENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_