

Dr. Arbogast's Cancellation Policy **Effective January 1, 2005**

Due to an enormous amount of last minute cancellation and no shows we have had to put in place a cancellation policy for our office.

To avoid any missed appointment fees please give our office at least 24 hours notice if you have to cancel and appointment. If you call after hours or no one answers the phone during normal business hours please leave a message on the recorder and a contact number so we can call you back as soon as possible. The recorder is checked through out the day and first thing in the morning. The recorder has a time and date when you called and this will be noted.

Missed appointments, No shows and less than 24 hour cancellations fees are as follows:

- | | |
|----------------------------|--------------|
| • 60 minute appointments | \$ 25.00 Fee |
| • 90 minute appointments | \$ 50.00 Fee |
| • 120 minute appointments | \$ 75.00 Fee |
| • >120 minute appointments | \$100.00 Fee |

If a missed appointment fee is incurred the balance on your account will have to be cleared before another appointment can be made.

I HAVE READ AND UNDERSTAND THE ABOVE INFORMATION.
BY MY SIGNATURE BELOW I ACKNOWLEDGE THAT THIS NEW
CANCELLATION POLICY HAS BEEN EXPLAINED TO ME AND
THAT FEES MAY BE INCURRED IF ANY OF THE ABOVE
SITUATIONS OCCUR.

Patient _____ Date _____

Witness _____ Date _____