



**Cancellation Policy / No Show Policy
For Doctors Appointments and Procedures**

Thank you for trusting Coastal Integrative Health with your healthcare needs. When you set an appointment with Coastal Integrative Health, we set aside enough time to provide you with the highest quality care. Should you need to cancel, or reschedule an appointment, please contact our office as soon as possible and no later than 24 hours prior to your scheduled appointment. This gives us time to schedule another patient who may be waiting for much needed treatment.

Established Patients:

- Effective January 3, 2023, any established patient who fails to show or cancels/reschedules an appointment and has not contacted our office with at least 24 hours' notice will be considered a No Show and charged a **\$30.00 fee**.
- Any established patient who fails to show or cancels/reschedules an appointment with no 24 hours' notice a **second consecutive** time will be charged a **\$50.00 fee**.
- If a third consecutive No Show or cancellation/reschedule without a 24-hour notice should occur the patient may be dismissed from Coastal Integrative Health and will be billed **\$75.00**.
- The fee is charged to the patient, not the insurance company, and is due at the time of the patients next office visit or as billed in our monthly statements.
- As a courtesy to you, we have appointment reminder systems in place to help avoid scheduling conflicts. As always, it is up to you to remember your appointment and cancel within 24 hours if needed.

New Patients:

- New Patient appointments block off a considerable amount of time on our providers schedules for proper evaluation. When there is a cancellation without 24-hour notice, this restricts the possibility of another patient receiving the care they need due to our books being "full."
- Any new patient who fails to show or cancels/reschedules an appointment without a 24-hour notice will be charged a **\$50.00 fee**.
- If the new patient fails to show or cancels/reschedules an appointment a **second consecutive** time, the patient will be charged a **\$75.00 fee**.
- If a **third consecutive** no show or cancellation/reschedule without 24-hr notice occurs, the patient may be dismissed from Coastal Integrative Health and will be billed **\$100.00**.

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Patient Name (Print)

Signature

Date