



Missed Appointments and Late Cancellation Policy

Due to the busy nature of our practice, a scheduled appointment means that time is reserved only for you. We understand that sometimes it is necessary to reschedule appointments, therefore, please give us at least 24 hours notice prior to canceling and we will gladly reschedule your appointment. Appointments are in high demand, and your early cancellation will give another person the possibility to have access to timely care.

- I understand that if I miss a scheduled chiropractic appointment or massage session, or cancel less than 24 hours before the appointment, I am responsible for paying a \$25.00 fee on my next visit.
- I understand that if I miss an appointment, without calling and rescheduling my appointment, I am responsible for the total cost of the appointment.
- I understand that if I miss a chiropractic appointment or massage session, without calling and rescheduling my appointment, I will be billed directly according to the scheduled fee or according to the rules of your health plan. Your health plan does not cover payment for missed appointments; therefore, you are responsible for full payment.
- I have been informed that reminder calls are made the day prior to my appointment as a courtesy but that I am expected to remember my appointment at the time I make that appointment. (Reminder calls are often made less than 24 hours before the scheduled appointment time.)
- To cancel appointments please call 951-677-6500. If you do not reach the receptionist, you may leave a detailed message on the voice mail system 24 hours a day. We will call you to reschedule your appointment first thing the following business day. You may also cancel via email: info@donohoechiropractic.com or our website: www.donohoechiropractic.com, by clicking "email the doctor".

To better serve our patients, we enact this policy and we appreciate your understanding and are available to answer any questions you may have.

Patient Name (Please Print): _____

Patient Signature: _____ Date: _____