

Medical Appointment Cancellation Policy

Dear Patient,

Synergy Integrative Medicine strives to render excellent medical care to you and all of our patients. In order to be consistent with this philosophy, Synergy uses an appointment system that sets aside time for a patient dependent on that patients need. When you do not show up for your appointment or notify us of your inability to keep your appointment at least 24 hours in advance, the time that has been allotted for your visit cannot be used to treat another patient and is time lost to our office. With that in mind and in order to have time available for all patients, a Medical Appointment Cancellation Policy has been put into place.

Our policy is as follows:

We request that you please give our office a 24 hour notice in the event that you need to reschedule your appointment. This also makes it possible to reschedule your appointment more efficiently. If a patient misses an appointment and does not contact us with at least a 24 hour notice, we consider this to be a missed appointment, “No Show, No Call”, and the following fees will be accessed:

BHRT follow up appointments (30 minutes)	\$100.00
BHRT 1 year follow up appointments (1 hour)	\$175.00
Wellness follow up appointments (30 minutes)	\$100.00
Wellness 1 year follow up appointments (1 hour)	\$150.00

As a courtesy we do make reminder calls for appointments. If you do not receive your message or we have incorrect information, the cancellation policy will still be in effect.

If you have any questions regarding this policy, please let our staff know and we will be glad to clarify any questions you may have.

We thank you for your patronage.

I have read and understand the Medical Appointment Cancellation Policy of the practice and agree to be bound by its terms. I also understand that this notice may be changed at any time by the practice.

Printed Name of the Patient

Relationship to Patient (if patient is a minor)

Signature of Patient or Responsible Party

Date