**Active Body Chiropractic**

Dr. Sarah Arnold, DC

9428 S. Elwood Ave Ste 102

Jenks, OK 74037

918-296-0525

**Cancellation/Missed Appointment Policy**

Due to the nature of our practice, we require 24-hour notice for all cancellations. If you know you will have to miss your appointment, we kindly ask that you contact us as soon as possible. We do understand that life circumstances do come about, and we will try to work with you on missed appointments. However, because time is valuable and we want to help as many people as possible, we have had to implement and enforce the following policy regarding missed appointments. These charges will be your responsibility and they WILL NOT be charged to insurance.

1. First missed appointment without notice given to our office, no charge, call will be made to you.
2. Second missed appointment without notice given to our office results in a $35.00 charge.
3. Third missed appointment and those following without notice given to our office, CHARGED PRICE OF THE VISIT.
4. New patient no show for the first time without notice, $50.00 charge.
5. New patient no show for second time without notice, not allowed to reschedule.
6. A patient that is 15 minutes late for their scheduled appointment will have to reschedule their appointment unless our schedule will allow you to be seen without delaying the appointments of other patients.

*I have read and understand the missed appointment policy of Active Body Chiropractic. I understand if I miss my scheduled appointment without notice to the clinic that the above policy will apply, and I will be financially responsible for any charges made based on this policy. I also acknowledge that I have been provided with a copy of this policy for my records.*

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*Patient’s signature (or guardian) Date Time*