

# \*\*\*NEW POLICY STRICTLY ENFORCED PLEASE READ\*\*\*

## Appointment Cancellation Policy Agreement & New Patient Paperwork and Arrival Time

Eagle Acupuncture is committed to providing all of our patients with exceptional care. When a patient cancels without giving enough notice, they prevent another patient from being seen.

New Patients must fill out all of their paperwork *PRIOR* to arriving for their first appointment. Our paperwork is extensive and can be found on [www.EagleAcupuncture.com](http://www.EagleAcupuncture.com). Failure to fill this out before arriving can make it impossible for your practitioner to see you, however, you will be charged for your visit. If you cannot print the paperwork, arrive one HOUR before your appointment time to have adequate time to fill out paperwork.

\_\_\_\_\_ Initial HERE to Agree to paperwork filled out before your arrival.

If you have completed your paperwork, arrive 20 minutes *PRIOR* to your appointment time to be seen on time. IF your appointment is at 12pm noon arrive by 11:40am

\_\_\_\_\_ Initial HERE to agree to arrive 20 minute early before your schedule appointment time.

**Please CALL us at (208) 938-1277 by 12:00 p.m. on the day prior to your scheduled appointment to notify us of any changes or cancellations. To cancel a *Monday* appointment, please call our office by 12:00 p.m. on *Friday*.** If you cancel online, we still require a **phone call** so we are alerted to your cancellation and have the ability to try and fill your appointment time for another patient.

**If prior notification is not given, you will be charged \$75 for the missed appointment.**

This policy will be strictly enforced with no exceptions.

Sign Here to Agree to Policy for Patient or Parent for Minors:

\_\_\_\_\_

Date: \_\_\_\_\_