



NO SHOW/MISSED APPOINTMENT POLICY

We, at LWell Longevity Wellness, understand that sometimes you need to cancel or reschedule your appointment and that there are emergencies. If you are unable to keep your appointment, please call us as soon as possible (as a courtesy, please cancel with at least 3 days notice). You can cancel appointments by calling the following number: 757-585-3441

To ensure that each patient is given the proper amount of time allotted for their visit and to provide the highest quality care, it is very important for each scheduled patient to attend their visit on time. As a courtesy, an appointment reminder call may be made to you. However, it is the responsibility of the patient to arrive for their appointment on time.

PLEASE REVIEW THE FOLLOWING POLICY:

1. **A credit card on file is required to schedule your appointment. The credit card will be used if you do not cancel your appointment at least 24 hours in advance, there will be a \$75.00 cancellation fee placed on the card.** Documented emergencies are exempt from the cancellation fee.
2. Please cancel your appointment with at least 3 days' notice because that is courteous. There is a waiting list to see the clinicians at LWell and whenever possible we like to fill cancelled spaces to shorten the waiting period for our patients. You will not be charge if less than a 3 day notice, but more than 24 hours is provided.
3. 3 days is ideal, but if less than a 24 hour cancellation is given this will be documented as a "No-Show" appointment.
4. If you do not present to the office for your appointment, this will be documented as a "No-Show" appointment.

I have read and understand the LWell No Show/Missed Appointment Policy and understand my responsibility to plan appointments accordingly and notify LWell appropriately if I have difficulty keeping my scheduled appointments.

Patient Name

Date of Birth

Date

Patient Signature or Parent/Guardian if minor

Relationship to Patient

Circle: Visa/MC/Amex/Discover Number: _____

Exp ___/___ CCV Number _____