

**Policy for Changing and/or Cancellation of Appointments**

We appreciate your efforts in meeting your scheduled appointments on a timely basis. We also request that you provide the office with a minimum of 24 hours notice for any change of appointment or cancellation.

Elevate Wellness Center is a very busy practice, and we have people waiting on a daily basis for openings. We can only accommodate all of our client's needs when we have adequate time to notify individuals waiting for such openings.

All clients are notified by phone two days before their scheduled appointment. For each re-schedule or cancellation notification that is received in less than 24 hours, there will be a \$35 charge, unless it is a true emergency. For all no-show appointments, there will be a \$60 charge.

By signing, you acknowledge that you are aware of these policies should any of the above mentioned events occur. Thank you.

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Patient Signature or Guardian

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Date