

## **The Arbor Center** Cancellation Policy

Please notify us 24 hours in advance if you are unable to keep a scheduled appointment. There is a charge for missed appointments.

The Arbor Center is a group of independent practitioners, and your responsibility for a missed appointment will be determined by your therapists' fee, as they will not be able to bill your insurance.

All therapists have voice mail for your convenience, so you may leave a message for the next business day if you must cancel an appointment.

A broken appointment affects three people —

1. The patient who missed a valuable time.
2. The patient who could have used the valuable time.
3. The therapist who was fully staffed and prepared for the appointment.

I understand this policy and agree to pay the rate of \$ \_\_\_\_\_ , which my therapist charges for missed appointments.

Signature \_\_\_\_\_

Date \_\_\_\_\_