

# Integrated Psychiatry

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## Late Cancellation & No-Show Policy

It is the office policy of Integrated Psychiatry to request appointment changes or cancellations at least **24 hours before your scheduled appointment time.**

If you cancel after that time or fail to attend a scheduled appointment, you will be charged with a \$100 fee for follow up appointments or \$150 for first time visits. Your payment information will be obtained when scheduling your appointment for this reason. Your credit card will only be charged if you no-show or are a late cancellation.

I understand that in order to enter into a patient-practitioner contract, Integrated Psychiatry requires that I agree to the terms of the late cancellation and no-show policy.

Also, if I owe a balance, I agree that my credit card on file may be charged for the said balance.

Patient Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_