

Kurtz Chiropractic Center Missed Appointment Policy

Cancellation of an Appointment:

In order to be respectful of the medical needs of other patients, please be courteous and call Kurtz Chiropractic Center promptly if you are unable to attend an appointment. This time will be reallocated to someone in urgent need of treatment. If it is necessary to cancel your scheduled appointment, we require that you call at least 24 hours in advance, and calling early in the day is appreciated. Appointments are in high demand and your early cancellation will give another person the possibility to have access to timely medical care. If you fail to call at least 24 hours prior to your allotted appointment time, you will be charged a \$15.00 missed appointment fee.

How to Cancel Your Appointment:

To cancel appointments, please call **252-234-0000**, if you do not reach the receptionist you may leave a detailed message with our after-hours call center which is available to you 24/7. If you would like to reschedule your appointment, please be sure to leave us your phone number and let us know the best time to return your call.

Patient Signature _____

Staff Signature _____