

Notice of Cancellation

From: Acupuncture & Skin Rejuvenation Center

To: New Patients

Please be advised that any appointments scheduled in your behalf have been scheduled specifically for you to enjoy the gift of acupuncture/massage and have an opportunity to experience a new level of wellness.

It is very important that a **48 hour notice of cancellation/rescheduling** be given **Monday-Friday during office hours** between 11:15am-5:00pm. **Please do not leave cancellation notices on the answering service.**

In the event a 48 hour notice is not given, your account will be charged for the amount of the scheduled office visit. Reminder calls will be attempted but not guaranteed in order to avoid any fees. The appointment made is **YOUR** responsibility to keep. **This office policy is very important and will be enforced.**

Your appointment date can be changed once. Any/all changes after that will carry an additional \$10 fee. Due to the increase in patient load, if an appointment date is cancelled/changed, there may be a delay of two or more weeks in rescheduling your appointment. **Please do not leave rescheduling notices on the answering service.**

It is most important to speak with the office personnel directly for any cancellation/rescheduled appointments.

Thank you for choosing the Acupuncture Clinic for your healthcare. We look forward to working with you. Be well.

Blessings,

Fran Ammons, LAc,B.S.,MSOM
and Jade Facial Specialist

Patient Signature _____ Date _____