

Integrative Family Medicine

Nancy Brown MD
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CANCELLATION / NO SHOW BILLING POLICY

To All Patients:

Effective January 13th, 2020 it is our office policy to assess a fee for all **no show/missed** appointments as well as any appointments canceled with less than **2 Business Days' notice**.

If you do not show or cancel your appointment with less than **2 Business Days**, you will be charged **Per hour of missed appointment time** in accordance with our policy.

- **½ Hour appointment \$200 charge**
- **45 min appointment \$300 charge**
- **1 Hour appointment \$400 charge**
- **1 ½ Hour appointment \$600 charge**
- **2 Hour appointment \$800 charge**

If you need to cancel your appointment, please do so by **phone and email** at least **2 business days** in advance, or there will be a charge for the full appointment.

Your insurance will not cover this charge and it must be paid prior to your next visit.

Please remember to inform us as soon as possible if you are unable to keep your appointments. This allows us to use the time for other patients who may need to be seen urgently.

Your cooperation is sincerely appreciated.

Patient Name (PRINT) DOB

Signature Date

CC# or you will be billed by our billing company Exp Date