

# Club West Chiropractic

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## Acupuncture Policy

### CANCELLATION POLICY

Please provide at least **24 hours' notice** if you need to reschedule or cancel a treatment. If a patient cancels after the **24-hour window**, the patient will be **charged \$25.00**. This must be paid prior to scheduling any future appointments. If a patient fails to cancel before 24 hours multiple times (2 or more), they may be asked to pre-pay for future services.

### NO SHOW POLICY

At Club West Chiropractic, we understand that unanticipated events occur in everyone's life. Unforeseen events such as car problems, business meetings and children's illnesses, are just a few reasons why one might consider canceling an acupuncture appointment. However, I ask that you call if you cannot keep your appointment. Patients who fail to show for appointments repeatedly may be asked to pre-pay for future services. No shows will follow like the cancellation policy listed above and will be **charged \$25.00** after missing appointment.

### RECHEDULE POLICY

If you reschedule your acupuncture more than three times you will be charged **\$25.00**.

Please note that we are in network with most insurance companies. It is your responsibility to contact your health insurance and make sure Acupuncture is covered. If claims come back denied then you will be responsible for the non-insurance rate of \$50.

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