



THINGS TO BE AWARE OF

1. Please make sure you give **24 hours notice** when cancelling an appointment to avoid a late cancellation fee. If you are unable to keep an appointment, and do not give any notice, you can be charged up to \$150 (the full appointment fee). Our answering service is available 24/7 and can always take your cancellation message.
2. Your insurance is your responsibility. We do not always know if you have a deductible, but if there are problems submitting to your insurance company, we will try to fix the problem. If we cannot, we will ask you to contact your insurance in order to address the issue. If your insurance changes, please let us know **immediately**.
3. We prefer to collect copayments before the appointment rather than at the end. We find it easier for you and us.
4. In cases of inclement weather in which you don't feel safe driving, please contact us immediately to change your appointment. If you are unsure if we are open due to snow, please call us.
5. In cases of plans that have a **deductible**, there will be a standard fee at time of service. After the service has been processed by your insurance company, any overages will be credited to your account or refunded.

Client or Parent/Guardian (Printed): _____

Client or Parent/Guardian (Signature): _____ Date: _____