

# Calzaretto Chiropractic Center

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Anthony F. Calzaretto D.C.  
Brian D. Ryan D.C.

## Scheduling Policy

Our goal is to provide quality health care to all of our patients in a timely manner. No-shows, late arrivals, and cancellations inconvenience not only our providers, but our other patients as well. Please be aware of our policy regarding missed appointments.

When you book your appointment, you are reserving a time slot on our calendar that is no longer available to other patients. In order to be respectful of your fellow patients, please contact our office as soon as you are aware you will not be able to keep your appointment.

We require a **24 hours notice** for all cancellations. Your advanced notice will allow another patient access to that appointment time.

A patient may reschedule an appointment by:

- Calling our office direct at 856-667-0505
- Texting our office at 856-667-0505

## Late Cancellations/No-Shows

A cancellation is considered late when the appointment is cancelled less than **24 hours** before the appointed time. A no-show is when a patient misses an appointment without cancelling.

## Cancellation Fees

- Established Patient Missed Appointment (no communication prior to missed appointment) **\$30.00 fee**
- New Patient Missed Appointment (no communication prior to missed appointment) **\$40.00 fee**

An appointment that is rescheduled to a different time slot on the same day: No Charge

An appointment which is rescheduled/cancelled at least 24 hours in advance: No Charge

*Thank you in advance for your cooperation and we look forward to treating you!*

Patient Name (Printed): \_\_\_\_\_

Patient/ Guardian Signature: \_\_\_\_\_

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