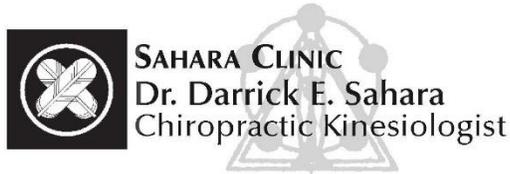


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CLINIC NPI: 1114107901  
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## Cancellation Policy

Dr. Sahara gives each patient undivided attention in his treatment. He does not double book appointments. When a patient misses an appointment at the last minute (less than 48 hour notice), a huge block of time could have been given to other patients who need his services. Therefore, we have found it necessary to have a cancellation policy.

### **NEW PATIENTS:**

All new patients must give credit card information to be kept on file before making their first appointment. A deposit of \$100 will be charged to the credit card provided. If the appointment is cancelled without at least a 48 hour notice, the deposit of \$100 is applied as a missed appointment and is non-refundable. If the appointment is for an Initial Exam and Treatment, a full deposit to secure the appointment will be required. Deposits will be applied to your actual bill if the appointment is kept.

### **ALL PATIENTS:**

#### **First Missed Appointment:**

A fee will be applied to appointments cancelled without at least a 48 hour notice. \$100 is charged for a missed 1 hour appointment and \$200 for a missed 1½ hour or more appointment. This fee is a missed appointment fee and is non-refundable. Therefore, all patients must have a credit card on file or may make a deposit in person before the appointment. If a deposit has been made ahead of time, the deposit will be applied to the actual bill if the appointment is kept.

#### **Second+ Missed Appointment:**

After the first missed appointment, a full deposit to secure your appointment will be necessary. You may make the deposit in person or we can charge your credit card on file. Deposits are applied to your actual bill if the appointment is kept. If the appointment is missed or cancelled without 48 hours notice, the deposit will become a missed appointment fee and is non-refundable.

#### **Tardiness to an Appointment:**

If you are extremely late (15 minutes or more) to an appointment, please do not expect your full treatment time and you will be charged for the scheduled appointment. The doctor may have to reschedule your appointment if he does not have enough time to do your treatment and will charge your credit card on file a \$100 missed appointment fee if the appointment needs to be rescheduled.

*Please be aware that the patient is ultimately responsible for his/her appointment even though courtesy reminder calls are usually provided.*

*Sahara Clinic understands that dire emergencies do occur. If such an emergency happens, please discuss the situation with our office staff.*

**Credit Card Information on file with the Sahara Clinic by my permission.**

**Patient Signature** \_\_\_\_\_ **Date** \_\_\_\_\_