

## OFFICE POLICY

48 business hour notice (excludes Saturday and Sunday) is required for all scheduled **1 HOUR** cancelled appointments. 24 business hour notice (excludes Saturday and Sunday) is required for all scheduled **½ HOUR** cancelled appointments. If you do not cancel at least **48 or 24** business hours (respectively) **prior** to your appointment, you will be charged \$50.00 *per* half hour scheduled appointment.

If you fail to show up for your appointment or cancel on the day of your appointment, regardless of the reason, you are responsible for the **FULL** session fee.

If prior notice is not given, 3 people are hurt:

1. **YOU** because **YOU** don't get your counseling.
2. The **NUTRITIONIST** who has set aside the time for you.
3. **ANOTHER PATIENT** who could have been seen by the nutritionist if prior notice was given.

I have read and understand this policy.

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Print Name

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Signature

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Date