

ALICE W. LEE, MD, ABIHM

**Policy for Necessary Cancellations and
Rescheduling of Appointments**

ALL REASONS FOR CANCELLATIONS AND RESCHEDULING OF APPOINTMENTS ARE LEGITIMATE AND RESPECTED. HOWEVER, PLEASE KEEP IN MIND THAT BECAUSE YOUR SCHEDULED APPOINTMENT HAD BEEN RESERVED EXCLUSIVELY FOR YOU, ALL CANCELLATIONS OR RESCHEDULED APPOINTMENTS WILL BE BILLED TO YOU IN FULL. EXCEPTIONS TO THIS RULE WILL BE, 1) BAD WEATHER CONDITIONS, 2) HOSPITALIZATION, OR 3) YOUR APPOINTMENT IS MOVED TO AN AVAILABLE TIME IN THE SAME WEEK. ALSO, WHEN A CANCELLATION OR RESCHEDULING IS NEEDED, I WILL TRY TO FILL YOUR APPOINTMENT TIME WITH ANOTHER PERSON WHO CAN USE YOUR TIME. IF I AM ABLE TO DO SO, YOU WILL NOT BE CHARGED FOR YOUR MISSED APPOINTMENT.

I HAVE READ AND AGREED TO THE ABOVE POLICY:

Signature (Patient/Guardian)

Name (Patient/Guardian)

Date

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