



## Cancellation/Missed Appointment Policy

As a courtesy to other patients, we request that you arrive on time for all appointments. If you arrive more than 10 minutes late for your scheduled appointment, you may be asked to reschedule.

Appointments cancelled on the same day of a scheduled visit represent a cost to the practice and a missed opportunity to help other patients who are waiting for an appointment. For this reason, we request 24 hours' notice of cancellation.

After three missed appointments, you will be charged a fee of \$50 for each subsequent missed appointment. Reminders will be provided but are not guaranteed.

Thank you for being a valued patient at Shea Aesthetic Clinic and your understanding and cooperation as we institute this policy.

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

Patient Name (Print) \_\_\_\_\_

Witness Signature \_\_\_\_\_  
Date \_\_\_\_\_

Witness (Print) \_\_\_\_\_