



### **No show /Cancellation policy**

Initial\_\_\_\_\_ Please notify our office **48 hours** in advance if you are unable to keep your appointment. If you fail to notify our office at least **48hours** in advance, you will be charged a **\$35.00** administartion fee for office visits and a **\$100.00** for procedures.

### **Forms**

Initial\_\_\_\_\_ **FMLA and disability** forms: A \$35.00 administrative fee will be charged and collected at the time the forms are completed. Please allow one week for paperwork to be completed.

### **Medical Records**

Initial\_\_\_\_\_ A \$35.00 administrative fee will be charged and collected at the time medical records are requested.