



No Show and Cancellation Policy

Ithaca Community Acupuncture makes every attempt to make complementary health care, as acupuncture and Chinese medicine, available to as many people as possible, at the most affordable rates.

We require 24 hours notice in advance of an appointment if it is necessary to cancel or reschedule an appointment. We ask that you respect this policy as this helps us to offer high quality health care at affordable prices.

Our Policies are as follows (please initial after reading):

- All appointments that are missed without a call are deemed a “No Show/No Call” and will be charged a \$10 No Show/No Call Fee.

- We understand that same day cancellations are sometimes unavoidable, however on and after the third same day cancellation there will be a \$10 fee charged for a less than 24 hour cancellation.

- When arriving late for a scheduled appointment, please be aware that you may be asked to reschedule or wait until the next available appointment that day.

- If an acupuncture treatment is performed before the service is paid for please note that a \$15 charge will be acquired for that treatment.

Thank you for your understanding,

Ithaca Community Acupuncture Staff

Printed Name _____

Date ___/___/___

Signature _____