

ADMINISTRATIVE AND/OR PENALTY FEES

Our goal is to provide quality medical care in a timely manner. In order to do so we have had to implement an appointment/cancellation policy. The policy enables us to better utilize available appointments for our patients in need of our care.

1. **Cancellation/No Show Policy for Doctor Appointment**

We understand that there are times when you must miss an appointment due to emergencies or obligations for work or family. However, when you do not call to cancel, you may be preventing another patient from getting much needed treatment. Equally, the situation may arise where another patient fails to cancel and we are unable to schedule you for a visit, due to what seemed to be a full appointment book.

A no show" is someone who misses an appointment without cancelling it with at least 48 business hours of notice.

How to cancel your appointment: If it is necessary to cancel your scheduled appointment, we require that you call at least 48 business hours in advance. Appointments are in high demand, and your early cancellation will give another person the possibility to have access to timely medical care. You may cancel the appointment by calling 571-444-2425 during business hours of Mon-Friday 8am to 6pm, or by emailing us to fran@holistiqhealthandwellness.com

2. **Scheduled Appointments/Tardy**

If you are more than 5 minutes late for a follow-up visit or more than 10 minutes late for an initial visit, your visit will be cancelled, and you need to reschedule and you will be charged the same day cancellation fee of \$50.00

Same Day Appointment Change/ Late Appointment/ No Show Fee \$50.

Form Completion of any kind is \$30.00 per page.

Medication Prior Authorization \$25.00 (This does not guarantee approval from insurance.)

Printed Name: Click or tap here to enter text.

Signature:

Date: Click or tap to enter a date.