



## ***Six Chiropractic & Integrative Wellness Center***

Dr. Melanie L. Six, DC

2121 Eisenhower Ave. Ste. 101 Alexandria, VA 22314

Office: 703-370-1800 Fax: 703-370-6118 [www.sixchiro.com](http://www.sixchiro.com)

### **APPOINTMENT CANCELLATION AND NO-SHOW POLICY**

It is the policy of the Six Chiropractic & Integrative Wellness Center to document and charge a fee for missed appointments without 24 hour notifications. The patient fee is determined by whether the appointment missed was the first “no-show” of the calendar year. Each calendar year we offer one “hall” pass for a missed appointment. Please reschedule your appointment as soon as possible to ensure continuity in your care plan with Dr. Six. To reschedule any appointment, please call our office.

Please speak to our Office Manager Yhara, should you have any questions about our policy.

Any patient who fails to arrive for a scheduled appointment with Dr. Six without notice 24 hours prior to the scheduled appointment time is considered a “no-show”. There is no charge for the first “no-show”, after which the patient is charged \$50.00 for each additional “no-show” per year.

I have read the above statement and acknowledge notification of the Appointment No-Show Policy.

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Patient Name (Print)

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Signature

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Date