

CANCELLATION POLICY

Morris Family Chiropractic

- ❖ **“No shows” hurt patients in need. WHEN YOU KNOW, LET US KNOW!** If you are a NO SHOW to an appointment with Dr. Morris, all scheduled appointments WILL BE REMOVED IF we are not contacted by the end of that business day. You may call, send a text, email or leave a voicemail.
- ❖ If you are a “NO SHOW” to your MASSAGE, you will be CHARGED up to \$30 for the missed appointment. Our massage therapists are paid for their time. Two no shows for massages will then require pre-payment in full when booking a massage appointment, with no refund for a no show.
- ❖ *It is your responsibility to make sure you are booked for appointments in advance. If you do not check with reception, you may be out of appointments and Dr. Morris and/or our Massage Therapists are often fully booked.*
- ❖ *Please confirm* all appointments through our text system or via phone or email. It only takes a few seconds to confirm. The system will keep asking you to confirm until you do so.

NO SHOW is defined as: not attending an appointment with a MINIMUM of 4 business* hours’ notice of cancellation (*hours Morris Family Chiropractic is open). Exceptions will be for a medical or family EMERGENCY only. Emergency Responders that get called in will also be an exception. Even then, please contact us when you can!

For Dr. Morris Appointments: I understand the **Cancellation Policy** and I understand that my scheduled appointments will be removed if I do not give at least 4 business hours’ notice AND I do not contact the clinic by the end of the business day when I do “no show”. Only family and medical emergencies are excused.

FOR MESSAGES: I understand that I will be charged up to \$30 for a missed massage appointment when I do not give at least 4 business hours’ notice and/or if I “no show” twice for massage, I will have to pre-pay for any other massage appointments. Only family and medical emergencies are excused.

Printed Name

Signature

Date