

**Personal Success Wellness  
Office Cancellation and Insurance Policies**

**Cancellation Policy:**

No-shows and appointments cancelled without 24 hours notice will be automatically charged a \$50 fee. This fee will be collected either at your next visit or at the end of the month, whichever ever comes first. If you have a change in your schedule and are not able to make your appointment, please contact the office at your earliest convenience. We understand that conflicts do arise and are always happy to reschedule appointments at a time that is more convenient for you.

**Insurance Policy:**

Medical insurance is not accepted for in-office visits and procedures. However, we are able to accept insurance for any lab work or further testing that is necessary. If requested we can provide you with paperwork to submit to your insurance company for reimbursement.

If payment is a concern, we do offer CareCredit. CareCredit is an alternative way to finance your medical bills by using monthly payments. If you feel you may be interested, please ask any of our staff to explain the program.

Please initial the following statements and sign below

\_\_\_\_\_ **I am aware that I will be charged \$50 for any missed or cancelled appointments, as explained above.**

\_\_\_\_\_ **I am aware of the insurance policy.**

**I have read and understand all of the above statements and have agreed to these terms.**

\_\_\_\_\_  
**Client's Signature**

\_\_\_\_\_  
**Date**