



The Source Chiropractic No Call, No Show Cancellation Policy

Here at The Source Chiropractic, we understand that life can throw us unexpected emergencies. These unanticipated things are not always within our control. Due to appointments being in high demand, we ask that you do your best to notify us in advance about any changes to your appointment. It is our commitment to you as a Source member that you have an exceptional experience here at our office. Out of respect for our chiropractors and other Source members, we appreciate at least 24 hours advanced notice from our practice members when they are unable to keep their scheduled appointment. This is valuable time that can be dedicated to someone who may have an immediate need for care.

I understand:

- If I have not shown up within 15 minutes past my scheduled appointment and have not notified the office, it will be considered a No Call, No Show Cancellation. In this case, I will be charged 50% of my appointment cost.
- My care plan payments do not cover payment for missed appointments; therefore, I am responsible for these additional charges when applicable.
- Optional reminder texts, emails, and/or calls can be made 24 hours prior to my appointment, as a courtesy, and that I am expected to be in attendance of my appointment.

I authorize The Source Chiropractic to use the credit card I have on file for these additional charges when applicable.

To reschedule your appointment, please call 510-328-1381. If you are unable to reach us, please leave a detailed message on our voicemail system available 24 hours a day, 7 days a week. You may also cancel via email: info@thesourcechiropractic.com.

Thank you for your understanding. We are available to answer any questions you may have. We look forward to caring for you here at The Source Chiropractic!

I have read and agree to the terms of The Source Chiropractic's No Call, No Show Cancellation policy.

Print Name

Signature

Date

Office Staff: _____