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MAINE NATURAL MEDICINE

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*Empowering Health™*

## **Cancellation Policy**

We understand that situations arise in which you must cancel your appointment. It is therefore requested that if you must cancel your appointment you provide 24 hour notice. This will enable the office to schedule in that slot.

Office appointments, which are not canceled with 24-hour notice, will be subject to a charge of ½ of the visit fee and or treatment fee.

ACCEPTABLE WAYS TO CANCEL APPOINTMENTS ARE BY PHONE OR IN PERSON.  
WE WILL NOT ACCEPT AN EMAIL.

The Cancellation fees are the sole responsibility of the patient and must be paid in full before the patients' next appointment.

We understand that Special unavoidable circumstances may cause you to cancel within 24 hours. Fees in this instance may be waived but only with management approval.

Please sign that you have read, understand and agree to this Cancellation Policy.

\_\_\_\_\_  
Please Print Patient Name

Date of birth\_\_\_\_\_

\_\_\_\_\_  
Signature of Patient or Representative

Date\_\_\_\_\_

MARLY SACHSMAN, ND, MA-CCC

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