

Cancellation Policy

Sarah Steed, L. Ac. requires **24 hours (business day) notice for cancellations**. If less than twenty-four hours' notice is given, the patient will be charged the **full price** of their visit. Your scheduled appointment time is reserved just for you. I try not to overbook appointment times in order to provide excellent acupuncture care and ensure I have sufficient time to adequately treat my patients. This policy allows other patients the opportunity to schedule in the time slot you are unable to keep. Therefore if you are unable to come, you will be charged as if you had attended the appointment. This charge is your financial responsibility and you will be required to pay this cancellation charge before your next scheduled appointment. I am unable to bill your insurance for missed appointments.

Please call 540-347-3667 (versus e-mailing or texting) when cancelling an appointment.

Thank you for respecting this policy. I look forward to treating you!

Signature

Date