



Medical Cancellation and Late Fee Policy

Cancellation of an Appointment

In order to be respectful of the medical needs of other patients, please be courteous and call Advanced Integrative Medicine promptly if you are unable to show up for an appointment. This time will be reallocated to someone who is in need of treatment. If it is necessary to cancel your scheduled appointment, we require that you call at least 24 hours in advance. Appointments are in high demand, and your early cancellation will give another person the possibility to have access to timely medical care. To cancel appointments, please call 678-867-7200. If you do not reach the receptionist, you may leave a detailed message on our voicemail. If you would like to reschedule your appointment, please leave your phone number. We will return your call and give you the next available appointment time.

Late Cancellations

A late cancellation is considered when a patient fails to cancel their scheduled appointment with a 24-hour advance notice or is 5 minutes late or later. The patient will also not be seen.

No Show policy

A “no-show” is someone who misses an appointment without cancelling it in an adequate manner. A failure to be present at the time of a scheduled appointment will be recorded in your medical records as a “no-show”.

Fees for Appointments

Financial Agreement Effective January 1, 2019, Advanced Integrative Medicine will begin to charge patients when they are not present for scheduled appointments. Failure to cancel or re-schedule the appointment within 24 hours of the scheduled appointment time will result in a fee for a missed appointment. This fee will not be submitted to the health plan; it will be charged to the patient. The missed appointment fee structure is \$50 for all Medical and Testing appointments. You will be unable to reschedule until the fee has been paid.

Print Name

January 1st, 2019 - December 31st, 2019

Signature