

Acu Health of Utah Integrative Medicine, Inc.

&

**Center for
Reproductive Wellness**

3350 S. Highland Dr.

Salt Lake City, Utah 84106

Telephone: 801-521-0531 Fax: 801-521-2654

CANCELLATION & RE-SCHEDULING POLICY

We understand that there are times when you will need to cancel and/or reschedule your appointment due to emergencies. We will do our best to accommodate your needs in such situations.

Please know that our policy is to make all cancellations and/or rescheduling requests at least 2 business days prior to the date of your appointment.

If you need to reschedule your appointment, please call our office number as opposed to emailing to ensure that we receive the message in a timely manner.

Acupuncture sessions are scheduled for 2 hours for first-time visits and 1 ½ hours for return visits, we request that this policy is honored as strictly as possible. On the second no-show or same-day cancellation, a \$50 fee will be charged. On the third and any future no-shows or same-day cancellations, the full treatment fee will be charged to your account appropriately.

Thank you for your understanding.

Please sign here indicating that you understand and accept this policy:

(Patient Signature)

(Date)