

**VCRM New Patient No-show/ Cancellation policy**

*We understand that you may need to cancel an appointment occasionally. In such circumstances, please contact us no later than 48 hours before your scheduled appointment time. You may do so by calling 703-437-7722 or emailing [patricia.vcrm@gmail.com](mailto:patricia.vcrm@gmail.com).*

*We will make every attempt to confirm your appointment several days prior. If you do not show up for your appointment, or cancel or reschedule within 48 hours of your appointment time, we will consider that a no-show. **No-show appointments may be subject to a \$ 400.00 fee.** No-show fees are the patient's sole responsibility and must be paid in full before your next appointment. This fee will be charged to the credit card you provided us at the time of scheduling.*

*We know that unexpected situations sometimes arise. In the case of emergencies or extenuating circumstances, we may waive the no-show fee.*

*This form must be signed and returned prior to your scheduled appointment.*

*Patient signature: \_\_\_\_\_*

*Date: \_\_\_\_\_*