



A Service of
ACHIEVE OCCUPATIONAL THERAPY SOLUTIONS, INC.

Cancellation & Missed Appointment Policy

At Achieve Vision Center, our goal is to provide you with convenient, accessible, high quality medical care. For us to assure convenience and accessibility to all our patients, it is important that patients arrive timely for all scheduled appointments or cancel the appointment **two business days** in advance.

Your early cancellation will give another patient the opportunity to be seen in a timely manner.

Failure to cancel or reschedule the appointment within two business days 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 is \$25 for exams and evaluation appointments, and \$65 for a missed or late cancelled vision therapy session.

I pre-authorize Achieve Vision Center to use the payment information (debit and / or credit card) on file to charge for the applicable fees. If there is no payment information on file, I understand that I will be billed for the applicable fee.

Acceptance of Policy:

Please sign and date your name below indicating that you have read and understand the contents of this form.

Patient's Name: _____

Patient, Parent or Legal Guardian's Signature: _____

Date: _____