



MEMORANDUM:

Cancellation/No Show Policy

Brownstone Total Family Healthcare requires a 24 hour cancellation notice for all scheduled appointments. If you do not cancel 24 hours prior to your scheduled appointment, you will be charged a \$25 cancellation/ no show fee. This fee is not reimbursable by insurance and will be due at the time of your next visit.

We do understand that there are circumstances that arise preventing you from keeping your appointment; however if we do not receive timely notification, our physician cannot offer their services to another patient.

Weather Policy

In instances where there are unforeseen weather circumstances our office will be closed based on the recommendation of Birmingham and Jefferson County closings. The notices for Birmingham and Jefferson County are displayed on all news channels. Please note: Patients scheduled on the day of the weather event will be notified from our office.

We appreciate your courtesy and understanding.
Brownstone Total Family Healthcare

PRINTED NAME

SIGNATURE

TODAY'S DATE