



200 Horizon Drive, Suite 115, Raleigh, NC 27615
Phone: 919-875-1932 ▪ Fax: 919-875-1933
E-mail: admin@trinitywellnesscenter.net
www.trinitywellnesscenter.net

Patient Name: _____

Date of Birth: _____

Cancellation/No Show Policy

Effective November 1, 2022, Trinity Wellness Center will require at least a **24-hour notice** for any change or cancellation to a scheduled appointment. Patients who do not provide 24-hour notification or who do not show up for scheduled appointments will be responsible for a **\$45 cancellation fee.** Failure to attend or provide 24-hour notification for three consecutive appointments will result in all additional appointments being cancelled.

Appointments can be cancelled or rescheduled by calling Trinity Wellness Center at 919-875-1932. If calling after business hours, please leave a voicemail with the full name of the patient, date of birth, date of appointment, and reason for cancellation.

Trinity Wellness Center does understand that emergencies and unforeseen circumstances do arise that may result in less than 24-hour notice for cancellation of appointments and these cases will be handled on an individual basis. Additionally, for the safety of both our staff and patients, if you are exhibiting any COVID-19 related symptoms, please call immediately to reschedule your appointment.

The undersigned acknowledges the Trinity Wellness Center Cancellation/No Show Policy and understands a \$45 fee will be imposed for failure to comply with the policy. Additionally, failure to attend or provide 24-hour notification to three consecutive appointments will result in all additional appointments being cancelled.

Patient/Guardian Signature: _____ **Date:** _____