



## **Appointment cancellation & Failed to Attend policy**

To ensure the smooth running of our practice, Patients are requested to give as much notice as possible. If you need to cancel/reschedule your appointment a minimum of 24hrs notice, 48hrs if the appointment is for 30mins or longer is required.

Please be aware that if two or more appointments are cancelled without 24hrs notice or failed without notice (without good reason), within a 12 month period, then no further appointments shall be offered at the practice.

A fee shall be charged for missed or short notice cancellation of private appointments.