



Contemporary Alternative Medicine Inc.

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Appointment Policy Notice

March 31, 2026

Dear Patients,

We truly appreciate the trust you place in us, and we are grateful to care for each of you. Our goal has always been to provide thoughtful, unhurried treatments in a calm and welcoming environment.

In order to continue providing the highest quality care and to respect the time reserved for every patient, we will be updating our appointment policies effective **May 1, 2026**.

✦ **Cancellation and Rescheduling Policy**

Appointments are reserved especially for you. We kindly request at least **24 hours'** notice if you need to cancel or reschedule your appointment.

Appointments changed within **24 hours** or missed without notice will be charged the full appointment fee of **\$150**.

We understand that unexpected situations may arise, and a **one-time courtesy waiver** may be extended when appropriate. However, repeated last-minute cancellations or rescheduling will be subject to the full fee.

🕒 **Late Arrival Policy**

We understand that parking and traffic can sometimes be unpredictable. To help ensure that you receive your full treatment time and to respect the schedule of other patients:

- Patients arriving more than **10 minutes late** may have their treatment time shortened.
- Patients arriving more than **15 minutes late** may need to reschedule and may be charged the missed appointment fee.

We kindly ask that you allow extra time for parking and plan to arrive about **10 minutes** early whenever possible.

These policies allow us to serve all patients fairly and maintain a smooth and respectful schedule for everyone.

Thank you for your understanding, cooperation, and continued trust in our care. We deeply value each of our patients and appreciate your help in keeping our clinic running smoothly.

Warmly,

Contemporary Alternative Medicine, Inc.

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