

24 Hour Cancellation Policy

Thank you for trusting your medical care with **Helen Shim M.D, PLLC**. When you schedule an appointment with us we set aside enough time to provide you with the highest quality care.

Dr. Helen Shim is committed to providing all of our patients with exceptional care. When a patient cancels without giving enough notice, they prevent another patient from being seen. Please see our Appointment **24hr Cancellation/No Show Policy** below:

- **Please call us at (646) 869-6900 by 12:00 p.m. on the day prior to your scheduled appointment** to notify us of any changes or cancellations.
- **To cancel a *Monday* appointment, please call our office by 12:00 p.m. on *Friday*** otherwise you will be charged \$150 per 30 minute for a missed ***Follow Up*** appointment and \$300 per hour for a missed ***TBC*** (total body check) appointment. Thank you for your understanding and cooperation.

Please sign below to consent to these terms.

Client Signature (Client's Parent/Guardian if under 18)

Print Name

Date