



Cancellation Policy

****Highlighted sections MUST be completed**

Patient Name: _____

- ☐ I understand that SUNDARI Functional Eating requires a credit card on file.
- ☐ I understand that the payment balance is due at the time of service and will be collected prior to my appointment. Please note, any prepayment made for services provided by SUNDARI Functional Eating will be nonrefundable and non transferable after 180 days from payment unless other arrangements have been made.
- ☐ SUNDARI Functional Eating accepts Zelle, wire transfers and credit cards. I understand that credit card payments are subject to a 5% service fee.
- ☐ Any outstanding balance on my account **MUST** be paid **BEFORE** scheduling the next appointment and may affect any medication refill requests. **Any returned check or disputed payment by a cardholder will be subjected to a \$25 processing fee: in addition to the amount of the check or payment.**
- ☐ In the event that my outstanding balance is not paid in full in a reasonable amount of time, I acknowledge SUNDARI Functional Eating may take further legal action as necessary to recover the amount outstanding. Should SUNDARI Functional Eating find it necessary to take legal action to recover any amount due, I agree to be liable for all reasonable collection costs incurred, including but not limited to reasonable attorneys' fees.
- ☐ I hereby authorize SUNDARI Functional Eating to use the provided credit card information or the credit card on file to charge my account for appointments, cancellations with less than 24 business hour notice, or no-shows.

NO-SHOW/LATE CANCELLATION POLICY

As you are aware, medical offices tend to be very busy and often have waiting lists for emergency cases. To better serve our patients and ensure they have a fair opportunity to have an appointment as soon as possible, we ask for the following assistance:

- ☐ If you are going to be more than 10 minutes late for an appointment, please call us to ensure that we can still work you into our schedule. There is no guarantee that we can hold your appointment, but we will do our best. If you do not call until your appointment has passed, you will still be charged for the appointment time.
- ☐ If you need to cancel or reschedule an appointment, please call us 24 business hours prior to your appointment. We can often get patients who are in need of our care.

****You MUST cancel 48 business hours PRIOR to your appointment, or you will be charged.**

- ☐ I understand the importance of the 48 business hours cancellation policy and that I will be charged the full price of the scheduled appointment if SUNDARI Functional Eating does not receive the proper notice. **All Monday appointments needing to be canceled, need to be canceled by 12:00 pm the Friday prior.**

Patient Signature

Date

Financial Responsibility

Release of Information (ROI), MUST be completed for anybody other than the patient providing ANY payment for ANY service.

Name: _____ Relation: _____

Address: _____

Phone: _____ SSN: _____

Credit Card: _____ Expiration: _____ CVV: _____

Billing address: _____