



Cancellation Policy

We require **24-hour notice** for any appointment changes or cancellations otherwise a cancellation fee may be applied. Appointments are in demand, and your early cancellation will give another person the opportunity to receive treatment. As a courtesy, if you need to reschedule for a different time on the same day and there is another appointment available, we will offer you that appointment without applying the fee. If multiple late cancellations or no-shows occur more than twice you may be dismissed from the practice, and we can refer you to another provider.

Running Late

We understand that delays can happen, however, we must honor our appointments with other patients and keep the practitioner on schedule.

If you are running more than 15 minutes late for your appointment, we will not be able to treat you in the allotted time, and you may be charged the rate of a missed appointment.

Cancellation Fee

For changes or cancellations less than 24 hours in advance, you may be charged a cancellation fee of \$50 for a follow-up visit and \$75 for an initial acupuncture visit.

We understand that there are times when you must miss an appointment due to an emergency. That will always be taken into consideration before a cancellation fee is applied. We require that all patients pay their account balances to zero prior to receiving further services from our practice.

Your treatments will be more effective if you follow your doctor's guidelines and stick to your treatment schedule. Please help us to serve you best by keeping your scheduled appointments. Our main priority is your health and well-being. Notifying the clinic of the need to reschedule an appointment gives someone else the opportunity to be seen.

How to Cancel Your Appointment

To cancel appointments in advance, please use our online [scheduler](#). To cancel appointments with less than 24-hour notice, please email atlasacupuncture@gmail.com or call **802-660-9800**. If you do not reach us directly, please leave a detailed message via email or on our voicemail. We will respond to you and offer you the next available appointment time.

Parking

Parking is available in the driveway behind the blue Volvo or green Mercedes SUVs. If that spot is not open, there is free parking directly across from the office on Howard Street. There is also ample parking on Golden Place less than one block up the hill on the left or north side of the street.

Thank you for your support and understanding!