



## ***Seaford Beach Family Clinic***

*115 Nepean Hwy*

*Seaford VIC 3198*

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### **Cancellation and Missed Appointment Policy**

At Seaford Beach Family Clinic, we understand that life can be unpredictable, and sometimes appointments may need to be rescheduled or canceled. In order to serve all of our patients efficiently and ensure availability for those who need care, we kindly ask for your cooperation with the following policy:

- **Cancellation Policy:** If you need to cancel or reschedule your appointment, please provide at least 24 hours' notice. This allows us to offer the slot to another patient in need.
- **Late Cancellations and Missed Appointments:** If an appointment is canceled less than 24 hours before your scheduled time, or if you miss your appointment, we will require the out-of-pocket fees for that appointment.
- **Securing Future Appointments:** If a patient does not pay the outstanding fees for an appointment attended or missed, a \$50 deposit will be required to secure any future appointments. This deposit will go towards your appointment fee but will not be refunded if you do not attend.

We believe this policy ensures that we can continue to provide the highest level of care to all our patients. Thank you for your understanding and for helping us serve you better.