

**Angela Heithaus**  
**Seattle Institute for Enhancement of Executive Function**

**Appointment Cancellation Policy**

**To schedule or cancel an appointment please call 206 428 2080**

Dear Valued Patient,

If you need to cancel or reschedule your appointment we respectfully request you do so at least 24 hours prior to your appointment. This allows sufficient time for other patients to be scheduled to see Dr. Heithaus.

- Appointments canceled or rescheduled with less than 24 hour notice will be billed \$ 80.
- Missed appointments with no notice will be billed \$100.

In case that you are not able to contact us 24 hours prior to your appointment due to an emergency and would like to discuss these charges please call Dr, Heithaus' assistant Katka Weinfurt at 206 428 2080.

We look forward to serving you and appreciate your understanding.

I acknowledge I have received a copy of Dr. Heithaus' cancellation policy and I will be billed for late cancelations or missed appointments as stated above.

Patient Name ( printed ) \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_