

APPOINTMENT POLICY

Tang Traditional Acupuncture & Chinese Medicine LLC

DBA: Tang Acupuncture

PURPOSE

This Appointment Policy is intended to provide patients with clear expectations regarding scheduling, appointment attendance, and office procedures to ensure efficient and timely care for all patients.

SCHEDULING APPOINTMENTS

Appointments may be scheduled by:

- Jane Online Booking (when appropriate)
- Telephone
- Email
- In person during office hours

Appointments are confirmed based on provider availability.

NEW PATIENT APPOINTMENTS

New patients are encouraged to complete all required intake forms prior to their scheduled appointment.

Please arrive approximately 10–15 minutes before your scheduled appointment if forms have not been completed in advance.

ESTABLISHED PATIENT APPOINTMENTS

Established patients are encouraged to arrive a few minutes before their scheduled appointment to allow adequate time for check-in.

LATE ARRIVALS

Patients arriving late may receive a shortened treatment session or may be asked to reschedule if insufficient time remains to safely provide treatment.

Late arrivals will be accommodated whenever possible but cannot be guaranteed.

SAME-DAY APPOINTMENTS

Same-day appointments may be available depending on provider availability.

APPOINTMENT CONFIRMATIONS

Appointment reminders may be sent by email, text message, or other approved communication methods. Patients remain responsible for keeping their scheduled appointments regardless of whether a reminder is received.

RESCHEDULING

Patients are encouraged to notify the office as soon as possible if they need to reschedule an appointment.

Please refer to the separate **Cancellation / No-Show Policy** for additional information regarding cancellation requirements and applicable fees.

EMERGENCIES

Tang Traditional Acupuncture & Chinese Medicine LLC does not provide emergency medical services.

Patients experiencing a medical emergency should call 911 or proceed to the nearest emergency department immediately.

Last Updated: 03/13/2026
