

## CANCELLATION POLICY

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Because making an appointment means the time will be held for you, it is necessary to have a system for cancellation and rescheduling appointments. I will reserve a regular appointment time for you into the foreseeable future. I also do this for my other patients. Therefore, I am rarely able to fill a cancelled session unless I have advanced notice.

Cancellation for ongoing therapy is requested 24 hours in advance of your appointment.

You are responsible for the full-fee for the scheduled session when an appointment is missed or not cancelled within the appropriate amount of time. The full-fee for the scheduled session needs to be paid within one week of the missed session. Insurance companies will not reimburse for cancellations or missed appointments

As e-mails may be delayed or not go through, please be sure to confirm any e-mail cancellations.

I, \_\_\_\_\_, agree that I am responsible for the full session fee charges (\$ \_\_\_\_\_) for late cancellation of my appointment (less that 24 hour notice) or for “no-showing” to my appointment (failure to cancel appointment or missed appointment). It is my responsibility to confirm my appointment time at the time the appointment is made and/or before my appointment to avoid charges.

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Signature of patient

Date

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Printed Name