

Missed Appointments, No Shows, Cancellation or Change Policy
48 Hour Notice Required

If an appointment is missed, not canceled or not changed at least 48 hours in advance, \$185 is charged. This fee will not be covered by your insurance and must be paid in 5 days.

1—I understand there are times when you may need to miss, change or cancel an appointment. But, when you do not inform me with a 48 hour notice, you may be preventing another client from getting treatment. Without a 48 hour notice, there is not enough time to reschedule another client into that time slot. So the time slot is not filled and another client misses out from getting the help they need.

2---As a self employed person, I only get paid when I have a session with a client. If a time slot is not filled due to a missed appointment or a last minute cancellation or change, I miss out on income that I had planned on. I ask all clients be respectful of my time and my need to make a living.

3—A 48 hour notice is required regardless of the reason to cancel, change or miss a session (forgetting, sleeping in, last minute meeting at work, sick child at home etc, are not exceptions). Clients need to determine if this is a good season to pursue counseling and have backup plans in place (ie: babysitters, sessions scheduled at a time when work responsibilities will not interfere, etc).

4—This policy pertains to all my clients. Often clients think that they are entitled to an exception and they do not need to abide by this policy. To be fair, I need to treat all clients equally and no individual exceptions can be made. This policy pertains to all my clients equally regardless of their personal circumstances and situation.

5---The \$185 fee will not be reimbursed by your insurance and needs to be paid in 5 days, otherwise your bill will be forwarded to a debt collection agency and you will be charged an additional \$200.

I understand that if I miss an appointment or do not give a 48 hour notice to change or cancel a session, I will be charged a \$185 fee, and if not paid in 5 days, I will be charged \$200 for debt collection costs.

Client Name-Printed

Date

Client Name- Signature

Date

Client Name-Printed

Date

Client Name- Signature

Date