

No-Show/Cancellation Policy

To my valued clients,

My policy is as follows: I require at least 24-hour notice for cancellation. You will be charged a fee of \$100 if you do not cancel your appointments in a timely manner or if you do not show up for them. This fee will be charged with only rare exceptions (e.g., hospitalization). I realize that sometimes clients have a last minute emergency, so I will consider these on a case-by-case basis.

After two late cancellations (less than 24 hours), or having two no-shows, you may be put on “call-in” status. This means you may still see me, but you must call or text the night prior or the morning of the day you would like to come in and I will schedule you that day if there are any openings.

Please understand that if you are put on “call-in” status, it does not mean I do not want to see you. Rather, it is a policy I need to enforce with everyone in order to allow the practice to run smoothly. The “call-in” status will be removed after consistent appointments and pending an opening in my schedule.

If you decide to terminate therapy for any reason, please talk to me about it. Do not just stop coming. If you stop coming and do not tell me, you will be charged for the missed appointments up to two meetings for the inconvenience and because no one else was able to use that time. Unlike other doctor’s offices where you may be waiting for up to an hour or more for an appointment, that does not happen in my practice. Each patient has a scheduled appointment time that no other patient is scheduled into. That means when a patient late cancels or no shows I am unable to see another patient in that time slot. This means that someone who needs help doesn’t get it.

Thank you for your help in working with me to operate a successful practice.

I HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE NO-SHOW/CANCELLATION POLICY.

Client Signature

Date