

## **Cancellation Policy**

*When you schedule an appointment with me, you are “purchasing” that time. It is yours unless you cancel it PRIOR to 24 hours of your appointment time. As you read in the agreement you signed at your initial visit, the charge for a scheduled appointment not canceled prior to 24 hours is \$ 100.00 unless it is an emergency.*

*“Emergencies” are considered events beyond your control such as snowstorms, car accidents, funerals, hospitalizations or illnesses of the degree which keep you out of work.*

*This policy applies to an appointment you did not cancel because you have decided not to continue counseling, an appointment you “forget,” or an appointment which conflicts with another one you have made, or if you choose to do something that is important to you rather than come to counseling.*

*Charges for late cancellations or missed appointments are not billable to your insurance company.*

*If you cancel 2 consecutive appointments, before rescheduling, we will need to discuss your treatment goals and whether you are able to commit yourself to counseling at this time.*

*If at some point you decide not to continue in counseling with me, please call my office and leave a message, especially if you have appointments scheduled.*

### **CLARIFICATION:**

*It is my intention to provide all of you with the greatest possible selection of appointment times. If you have ever waited for a “cancellation appointment,” you can appreciate someone who cancels in sufficient time for you to take that appointment.*

*During the time we have to work together, YOU are my priority. I am always happy to hear from you and will always try to accommodate you within the guidelines of this policy. I hope this statement provides clarification to a system that has been working well for everyone.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_