



Cancellation Policy

When you schedule an appointment with me, I put a "hold" on that time for you. It is yours unless you cancel at least 24 hours prior to your appointment time. Unless there is an emergency, the full session fee will be charged for a scheduled appointment that is not cancelled at least 24 hours in advance.

"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. It also applies if you choose to do something that is important to you rather than coming your to counseling appointment that day.

Charges for late cancellations or missed appointments are not billable to your insurance company. Therefore, you will need to pay for them in full before or at the time of your next session.

If you cancel 2 consecutive appointments, before scheduling a third appointment, 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. This allows me to release that time on my calendar.

If you have any questions about this policy, please let me know as soon as possible.

Signed: _____ Date: _____