
2. Cancellation Policy

Missed appointments are costly in lost time and revenue, and it prevents me from providing services to other clients. I understand that unanticipated events happen occasionally in everyone's life. I would like to be fair to all of my clients and out of consideration for my time, I have adopted the following policies:

At least 48 hours notice of cancellation is expected. This would allow me to offer your canceled time slot to another client who may be waiting for an appointment. 24-hour advance notice is required when canceling an appointment. If you are unable to give me 24 hours advance notice you will be charged the full amount of your appointment. This amount must be paid prior to your next scheduled appointment.

Because it is illegal to bill your insurance company for a missed appointment, you will end up paying the full fee for the missed session out-of-pocket.

This cancellation policy is standard in the medical and mental health fields and will be strictly enforced. The only time I will waive this fee is in the event of serious or contagious illness or emergency.

Your signature below indicates that you have read the cancellation policy and agree to abide by its terms during our professional relationship.

Patient Name _____

Patient Signature _____ Date _____

Therapist Signature _____ Date _____