

CANCELLATION, NO-SHOW AND LATE ARRIVAL POLICY

We require 24 hours notice in the event that you need to cancel an appointment. Please call our office to cancel an appointment and have another date in mind so that the missed appointment can be rescheduled. Please do not respond to a text or send an email to cancel your appointment.

If you are not able to give us 24 hours notice, you are responsible for an \$85.00 fee. INSURANCE WILL NOT COVER THIS FEE AND WILL NEED TO BE PAID BY YOU PERSONALLY. We schedule each patient for one-on-one time with the therapist, so that when you cancel at the last minute and we are unable to use that time for someone else, three people are hurt: You are hurt by not having the treatment you need in order to reach your treatment goals, the therapist who now has an open space in their schedule and another patient who could have used that time if proper notice was given.

If you will be arriving ten or more minutes late for your appointment you must notify us. If this happens more than twice you will be personally billed for the portion of the visit that you have missed.

If you are unable to adhere to the treatment schedule you may need to be discharged from therapy until you are able to commit the time that is needed for your treatment plan.

We are here to help you achieve your maximal potential! That requires a commitment from us and you. Adhering to the treatment plan is necessary to achieve your treatment goals!

I am aware of the above policy.

Patient's printed name: _____

Patient's Signature: _____

Date: _____