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Attendance/Cancellation Policy

If you have to cancel your appointment, please provide your therapist with at least 24 hours notice. If you cancel your appointment without 24 hours notice, or don't show for your appointment, you will be charged a cancellation fee of \$100. It's important to note that insurance companies do not provide reimbursement for canceled appointments, so this will be your responsibility to pay. Two late cancels or no shows, or excessive cancellations with notice, may result in discharge.

Fees for Services

The standard fee for the initial intake appointment is \$175 and each subsequent session is \$100 if you are paying on a cash basis.

At times, clients may require services beyond their therapy sessions. The following services will be charged at a prorated fee of \$150 an hour in 15 minute increments:

- Written communication (including letters or emails, treatment summaries, disability documentation, etc)
- Phone calls in excess of 10 minutes
- Attendance at meetings or consultations which you have requested (plus travel time)
- Or the time to perform any other professional service you may request of us.

Any time that is required of the therapist to respond to any legal action will be charged at the hourly rate of \$300/hr.

Although fees are due at the time of service, if your account has not been paid for more than 60 days and arrangements for payment have not been made, we reserve the right to use legal means including collections agencies to secure the payment. If such action is necessary, its costs will be included in the claim.

Exceptions to Attendance/Cancellation and Fee policies can be made with the consent of the therapist.

Printed Name of Client

Signature of Client (Legal Guardian if client is a minor)

Date Signed

If Legal Guardian- Relationship to Client