APPOINTMENT CANCELLATION POLICY

Because we do not double book or schedule appointments on a clinic basis, if a client fails to attend a scheduled appointment, we are left with vacant time which could have been used to see another client instead. For this reason, we charge the full session fee for missed sessions, unless either:

- 1. You give us 24 hours notice in advance, or
- 2. We are able to schedule another client into the time (sometimes we are able to do this even if you do not give us 24-hours notice), or
- 3. You, or someone you take care of, has a contagious or confining illness, or
- 4. It is the <u>first</u> time you cancel or miss a session on short notice.

We will show missed appointment charges as such on your bill, but insurance companies will <u>not</u> reimburse you for missed appointment charges.