



Once an appointment has been scheduled, you will be expected to keep the appointment. **Our office policy requires that sessions be cancelled at least 24 hours (*Monday thru Friday*) prior to the scheduled appointment time to avoid being responsible for the charges.** If less than 24 hour notice is given (calls must be made during normal business hours when office staff is available and does NOT include evenings, weekends, and/or holidays), you will be charged for the appointment [unless we are able to fill your appointment time with someone on our waiting list, or a patient who calls for an urgent session.] Appointment times are scheduled exclusively for each patient and generally cannot be rescheduled on short notice. *This office cannot bill your insurance company for "no shows" or late cancellations.* **You alone will be responsible for the full \$100.00 fee for any appointments missed for *any reason*.**

Appointment information is considered to be "Protected Health Information" under HIPAA. By my signature, I am waiving my right to keep this information completely private, and requesting that it be handled as I have noted above.

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Signature

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Date