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Missed Appointment/Late Cancellation Policy

Effective January 1, 2019

The purpose of this policy is to preserve appointment availability and protect the therapist from loss of income due to “no shows” and/or late cancellations. A fee of \$100 (or, for reduced rate clients, the full reduced rate session fee) will be charged for all appointments missed without a 24 hour cancellation notice.

- Missed appointment fee will automatically be charged to credit card on file.
- The fee is not reimbursable by insurance.
- Cancellations must be made via email or phone call.

I understand and agree to the above policy

Name of Client

Client Signature

Date