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LICENSED MARRIAGE
& FAMILY THERAPIST

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Appointment and Cancellation Policies

Psychotherapy services are by appointment only. The length of the appointment is 50 minutes for all sessions. Please give me 24 hours' notice (1 Business Day) for any appointment you will need to cancel (leaving a notification on my voice-mail is acceptable). Monday appointments must be cancelled by Friday at your appointment time. For example: If you have a 10am appointment for Monday, you must cancel by Friday by 10am to avoid a late cancellation charge.

Because each appointment time is reserved specifically for you, it is necessary to charge a late cancellation fee of \$55.00 for appointments, which are cancelled with less than 24 hours' notice. The same fee will apply if you fail to show for a scheduled appointment without calling to cancel. If you are using insurance to pay for your psychotherapy services, please be aware that your insurance will not pay for a missed appointment or late cancellation fee.

I will be keeping your credit card on file for any copay, late cancellation or no-show fee. This will be charged the same week of the appointment scheduled.

► Understanding of Appointment and Cancellation Policies

I have read the above statement and understand that if I fail to notify my therapist within 24 hours (1 Business Day) that I will be cancelling my scheduled appointment, or fail to show for an appointment, I will be personally, responsible for the \$55.00 late cancellation or no-show fee.

Printed Name

Signature

Date