

## Missed Session Policy

A cancelled appointment hurts three people: you, your therapist, and another client who could have potentially utilized your time slot. Therapy sessions are scheduled in advance and are a time reserved exclusively for our clients. When a session is cancelled without adequate notice, we are unable to fill this time slot by offering it to another current client, a client on the wait list, or a client with a clinical emergency.

A fee of **\$50** will be charged when you miss or cancel an appointment without giving **24 hours advanced notice**. This means that if an appointment is scheduled for 3:00 pm on a Tuesday, notice must be given by 3:00 pm on Monday **at the absolute latest**. You can cancel your appointment by calling, texting, or emailing me.

Furthermore, if you attend your session but have to leave either due to technical issues or emergencies, the session will still be charged the full session fee, regardless of the time spent in the session. I will call you instead for our session if there are wifi/connection issues, if you are unable to answer the call the policy stands.

The **only** time I will waive this fee is in the event of serious or contagious illness or extreme weather. If you are unsure, please contact me for further guidance.

Additionally, please understand that therapy should be viewed as any other important medical appointment would be viewed. While it is a time commitment, this is for your personal betterment and consistency is key in order to achieve this. That being said, two consecutive missed appointments without first reaching out to me, attempting to reschedule, or otherwise indicating clear commitment to treatment, can result in termination of the therapeutic relationship.

If you miss two or more scheduled appointments within a 30 day time period without canceling or rescheduling in accordance with cancellation policy of 24 hours advance notice, the therapeutic relationship will be terminated. Your case may be reopened at any time should you so choose, however you may be placed on a waiting list if there are other clients waiting to use your time slot. This is standard practice with most therapy agencies and private practice offices.

Thank you for your understanding. I look forward to beginning this therapeutic journey alongside you!

BY CLICKING ON THE CHECKBOX BELOW I AM AGREEING THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ITEMS CONTAINED IN THIS DOCUMENT