

Cancellation Policy / Reminder Agreement

I will reserve a regular appointment time for you into the foreseeable future. I also do this for my other clients. Therefore, I am rarely able to fill a cancelled session unless I have several days' notice. Please let me know as soon as possible if you will not be able to come to your appointment. You will be responsible for letting me know at least 24 hours in advance of any cancellation for a scheduled appointment. There are no fees charged for sessions cancelled 24 hours in advance. However, you will be personally charged \$65 for sessions you do not attend, and do not call or text to cancel 24 hours in advance. If your session is being paid by an insurance company or another payer, they will not be billed for such sessions and these fees will be solely your responsibility. On occasion, I may also have to cancel or reschedule sessions. In such cases I will attempt to contact you at least 24 hours in advance, whenever possible. After two no show/late cancellation we may remove you from any recurring appointment slot that we have saved for you. In the event that you have been charged for 5 no show/late cancellation fees we will bill you for the full session fee for each additional no show/late cancellation.

24 HOURS IN ADVANCE OF SCHEDULED SESSION:

Text cancellations to: 541-430-5053

Phone cancellations to: 541-942-0040

___ I give my permission to receive a text reminder at: _____

or

___ I give my permission to receive a phone reminder at: _____

I understand that I will be personally responsible to pay a \$65 fee if I do not give at least 24 hours advance notice of cancellation of my scheduled counseling session.

Signature

date