

Late Cancellation/Missed Appointment Policy

Our current late cancellation/missed appointment policy is unique to psychotherapy practices. We ask that you read it and consider it carefully to reduce the chance of misunderstandings that may hinder your progress in therapy.

We reserve a therapeutic hour for each person(s) scheduling an appointment; and our income is based entirely on the hours we see patients. If someone cancels late or misses an appointment, we incur a loss of income for that hour and are not able to offer that time to someone who may be waiting, possibly in crisis. **Therefore, we must have an agreement that the appointment will be kept or, if you must cancel, we need to have ample notice in order to avoid this type of loss.**

Regardless of cause, COLUMBUS PSYCHOLOGICAL ASSOCIATES, requires a 48-hour notice on a cancellation in order to release you from your responsibility for that time scheduled. **You will be billed \$150.00 for late cancellations and missed appointments.** Please note that insurance companies do not reimburse for cancelled sessions.

If you have circumstances that may make it difficult for you to keep your appointments, please discuss this with your therapist during your intake session.

I/we agree to the above terms of the late cancellation/missed appointment policy of Columbus Psychological Associates and will make prompt payment on any charge I/we incur for a late cancellation or missed appointment. I fully understand the therapeutic and economic necessity of such a policy.

Signature(s)

Date