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Policies Regarding Cancellations and Electronic and Phone Communication.

If a scheduled appointment needs to be cancelled and/or rescheduled please notify me so as soon as you are aware of the schedule problem. A bill will be rendered for appointments that are missed or cancelled less than 48 business hours before the appointment unless we can reschedule your session within the same week. Health insurance policies do not cover missed or canceled appointments and you will not be reimbursed for such fees incurred. Please also note that insurance does not reimburse for sessions done over the phone or skype.

I am happy to communicate by email for scheduling purposes, however for any clinical matters or emergencies it is important that we speak by phone so that I can adequately address the situation in a timely manner. Please be aware that it may take me two business days to respond to email. Also, please note that information sent via email may not be transmitted confidentially.

I understand and agree to the above policies:

Name (PRINT)

Signature

Date