



Open Minded
MARRIAGE & FAMILY THERAPY, PLLC

Cancellation Policy

PLEASE BE AWARE OF OUR 24-HOUR CANCELLATION POLICY

Because it is difficult to fill a cancelled appointment without sufficient notice, appointments cancelled or rescheduled (if not rescheduled in the same week) less than 24 hours' notice will be automatically charged a fee of \$125. If we take your insurance, this charge does not go through insurance, it is out of pocket. If you need to cancel your appointment, please contact your direct therapist at the contact information they provided you with at your intake.

Please note that if there are declined charges, you will be notified by an administrator as well as your therapist via phone and email. There will be a one-time courtesy for declined charges, however, any other declined charges due to insufficient funds, card restrictions, fraudulent charges on a card that is no longer in use, or expired credit cards; you will be discharged from the practice. It is an important part of care to be responsible for your sessions, payments, and to contact the office if there are any changes to your credit card and/or payment situation.

CONSECUTIVE CANCELLATIONS

Should you cancel your appointment in three consecutive weeks, unless other arrangements have been made in advanced, for legal and ethical reasons, I must consider the professional relationship discontinued.

CREDIT CARD ON FILE

Every client is required to always have a credit card on file for all sessions and late cancellations. Your credit card will be stored in a HIPAA compliant electronic health system, and you will receive an email with a receipt of any changes made to your card.



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SIGNATURE PAGE

By signing below, I, _____ acknowledge that I have read and understand the above policy and authorize Open-Minded Marriage & Family Therapy, PLLC to charge my card at \$125 for any sessions cancelled under 24 hours' notice and for any appointments missed.

Signature: _____

Date: _____