

## **MISSED SESSION / CANCELLATION FEE POLICY AS OF 06/01/15**

**If you miss your appointment, or cancel your appointment, with less than 24-hour notice, you will be charged \$85.00.** This fee is not billable to your insurance company. You, the patient, will be personally responsible for paying this fee at, or prior to, the next scheduled session. If do not schedule another session, an invoice will be mailed to your address on file, and it must be paid within 30 calendar days. **If you incur multiple fees, and/or the fees remain unpaid for 30 days or more, it may prevent you from scheduling a future session, at the discretion of the therapist.**

**This fee will be applicable regardless of the reason for missing a session, including but not limited to: forgetting the appointment, work-related matters, scheduling conflict, family issues, personal difficulties, transportation problems, and/or sickness, etc.**

Special considerations may be made in extreme circumstances (such as an accident, serious illness, or hospitalization), but we may require you to provide documentation to support your claim.

This policy is in place out of respect for all of our clients. Cancellations with less than 24-hour notice are difficult to fill, and by giving last minute notice or no notice at all, you prevent someone else from being able to schedule into that time slot.

**By signing below, you acknowledge that you have read and accept the Missed Session / Cancellation Policy for Kopp's Counseling as described above.**

Thank you for your understanding and cooperation.

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Printed Name

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Signature

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Date