**About our no show and late cancellation policy:**

There is a national shortage of psychiatrists and qualified mental health practitioners.

Our practitioners’ time is valuable.

We also value your time and do everything we can to run on-time and keep you from waiting in our waiting room. We do not routinely double book patients and we set aside your appointment time for you and you alone.

We expect that in return, you will value our time.

We expect you to come in when you have an appointment and give adequate time (two business days) if you have to cancel.

If you miss appointments or cancel without giving us adequate time, this means that the time we have set aside to meet with you is wasted.

We charge you (not your insurance company) for this wasted time, if you miss appointments or cancel without adequate notice. The details are as follows:

The first no-show or late-cancellation is excused (regardless of the reason for failing to come to the visit).

There is a $50 charge for the second no-show or late-cancellation (regardless of the reason for failing to come to the visit)

There is a $100 charge for the third and each subsequent no-show or late-cancellation (regardless of the reason for failing to come to the visit)

Medicaid will not allow us to charge you for missed appointments.

If you have any type of Medicaid and you miss too many appointments, we will discharge you from the practice.

We believe this policy is fair and necessary.

Reasonable people sometimes disagree and if you disagree with the policy, that is reasonable, but we may not be the right practice for you.

If you want to remain our patient, please confirm that you are aware of this policy by signing and dating below:

Name Date