**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) $50 for this wasted time, if you miss appointments or cancel without adequate notice.**

We consider (rare) exceptions on a case-by-case basis.

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 become/remain our patient, please confirm that you are aware of this policy by signing and dating below:

Name Date