

FORENSIC COUNSELING ASSOCIATES, P.C.
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**Missed Appointment & Cancellation Policy:
UBH, BCBS, Cigna or Private Pay**

Forensic Counseling Associates, P.C. is a small business solely dependent upon the income generated from therapy appointments. When clients do not attend their appointments or cancel without sufficient notice, our company is unable to bill insurance for the cost of the session. Furthermore, when adequate notice is not provided, we are unable to offer your appointment slot to another client.

You will be charged a \$25 no-show fee if:

- Your appointment is missed without notification. Your therapist can be notified by call, text, or email.
- You cancel or reschedule your appointment with less than 24 hours notice *and* you do not reschedule your appointment within the same week. Please keep in mind that if you are trying to reschedule with less than 24 hours notice, your therapist may not have room in their schedule to see you the same week. If this is the case, you will be charged the full \$25.

Please note:

- Client sessions are 53 minutes. Arriving more than 15 minutes late will be considered a missed appointment.
- If you are running 5-10 minutes late, calls or texts are greatly appreciated so we know that you are on your way.
- Emergency situations *do not* result in no-show fees.
- Non-emergency situations *will* result in a no-show fee.
- If you are unable to attend your appointment in-person, we can provide Telehealth services.
- All missed appointment fees may be paid by debit or credit card and will be collected prior to scheduling your next appointment.

Thank you for your understanding and we look forward to working with you!

Client/Guardian Signature: _____ Date: _____