

When you schedule a session with me, I set aside enough preparation time to provide you with the highest quality care. Should you need to cancel or reschedule an appointment please try to make contact no later than **24 hours** prior to your scheduled appointment, or as soon as possible. This gives me an adequate amount of time to shift my schedule and schedule patients who may be waiting for an appointment.

Please see the details of my Appointment Cancellation/No Show Policy below:

- A client who fails to show or cancels/reschedules an appointment and has not contacted our office with at least 24 hours notice will be considered a No Show and charged a **\$35.00 fee**.
- A client who fails to show or cancels/reschedules an appointment without 24-hour notice a second time will be charged a **\$75.00 fee**.
- Should a third No Show or cancellation/rescheduling occur without 24-hour notice the patient may be charged a **\$75.00 fee** and referred elsewhere to seek care.
- The fee is charged to the patient and is due on the day the session was missed, or at the time of the patient's next office visit.
- As a courtesy, the option to receive text and e-mail reminders is available through this portal. If you do not receive a reminder message the above Policy will remain in effect.

I understand there may be times when an unforeseen emergency occurs and you may not be able to keep your scheduled appointment. If you should experience extenuating circumstances please reach out at **#720-745-0015**, to see if the fee can be waived.

**Thank you for reading, understanding, and agreeing to these terms.**