



# Quince Orchard Psychotherapy

*Compassionate, Client-centered Care*

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## Cancellation Policy

(Last revised June 1, 2020)

Therapy appointments canceled with less than 48 hours notice (or by Friday for a Monday appointment): \$100 fee

Cancellations on holidays, inclement weather days, or due to significant emergencies or medical conditions (i.e. hospitalization) are excused absences without a fee.

### Please note:

- \*Our cancellation fees are not insurance reimbursable.
- \*Cancellation fees may be waived if a canceled appointment can be rescheduled in the same calendar week (Monday to Friday). Make-up sessions are based on provider availability, and may not always be available.
- \*Repeated cancellations may result in the forfeiture of a weekly guaranteed spot.
- \*Therapists are paid based on hourly attendance and we have typically have 100 clients on a waitlist; therefore, we appreciate your respect for their time.
- \*We require a credit card to be kept on file for incidental fees. We promise to store your credit card information securely in our encrypted server and will notify you before we charge a balance.

Thank you kindly, QOP Management

\_\_\_\_\_  
Patient #1 Legal Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Patient #1 Signature

\_\_\_\_\_  
Patient #2 Legal Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Patient #2 Signature

\_\_\_\_\_  
Parent/Legal Guardian Signatures (if applicable)