

## Appointment Cancellation Policy

It is our policy to make every effort to accommodate clients when scheduling appointments. Our appointments are flexible, including evening and weekend hours when necessary. We regard appointments as a contract we are both obliged to honor, and a contract that is essential to successful psychotherapy.

Appointments cancelled with less than 24 hours' notice will be charged \$57.50 and will be due at the next scheduled meeting. There are no exceptions. These costs are not covered by health insurance. This policy is not intended to be a burden for clients, however when appointments are cancelled with little or no notice, we are unable to reschedule that time for another client.

Thank you for acknowledging this policy, and making a concerted effort to keep your appointments. We look forward to being of help.

**LEHIGH PSYCHOLOGICAL SERVICES**