

## Women's Emotional Wellness Center (WEWC) CANCELLATION AND NO-SHOW POLICY

The following are our policies regarding cancellations and No-Shows. **We take this subject very seriously because when one patient cancels, several individuals are affected:** you, the therapist or psychiatrist who has space in their schedule since the time was reserved for you, and another patient who could have been scheduled for treatment if proper notice of the cancellation had been given. It is for this reason we adhere to the following:

- We require at least 24 hours notice in the event of a cancellation.
- **There is a \$25 charge for a cancellation without 24 hours notice.** This charge will not be covered by insurance but will have to be paid by you.
- Failure to appear during a scheduled appointment time is considered as a "No-Show." **There is a \$25 charge for a No-Show.** This charge will not be covered by insurance but will have to be paid by you.
- **If a No-Show occurs, any upcoming therapy and/or psychiatry appointments you have scheduled with us will be offered to another patient.** Please contact the office following a No-Show and we will be happy to put you back on the treatment schedule for another date/time.
- Frequently canceled appointments will be basis for removal from our ongoing schedule and allow you to only schedule on a week to week basis moving forward.
- Please try your best to be on time for your sessions at the WEWC in order to ensure you get the most out of your time with your therapist or psychiatrist. We recommend patients arrive 10–15 minutes early for their appointments to allow for check-in at each visit.

We want to thank you for choosing the Women's Emotional Wellness Center. It is our goal to provide you and your family with the highest quality of care.

I have read the Cancellation and No-Show Policy and understand the attendance expectations.

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Patient Name

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Date

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Patient Name

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Date