

Dr. Marhsall Mintz

CANCELLATION POLICY

The success of psychological intervention depends on consistent consultation occurring at a determined frequency of sessions. Sessions may take place weekly, bi-weekly, or possibly 2-3 times per week depending on the goals of treatment. It is also beneficial to schedule appointments at regular times each week to insure consistency and predictability. The commitment between psychologist and patient to the treatment process is significant in time, energy and fees.

When the patient and psychologist agree to work together in treatment, the psychologist will block a set amount of time (previously agreed upon) from his schedule for the particular person. However, it may occur, for many possible reasons, that a scheduled session is missed. It is my policy not to penalize a person financially for missed appointments unless there is no prior cancellation of that appointment. If I am contacted prior to the scheduled appointment about a cancellation, then it is my policy that the scheduled session with be “*made up*”. This may occur in the same week, if possible, or can be moved to the next week or at a future week. Fro example, if a Wednesday appointment is cancelled, the following week we may meet on Monday (the *make-up* session) and Wednesday (the regular session time). When appointments are cancelled due to religious or governmental holidays, the expectation is that these sessions would not necessitate a *make-up* unless you so desire.

The goal would be to *make-up* a missed appointment as soon as possible after the originally scheduled session. It is your choice to schedule the *make-up* session or be financially responsible for the original block of time set aside for your appointment and forego the *make-up*. Sessions missed without prior notice will be billed without the opportunity for rescheduling.

Your signature below reflects your agreement with my cancellation and rescheduling policy and our commitment to your goals for our work together.

\_\_\_\_\_  
Patient Signature

\_\_\_\_\_  
Date