



Pica & Associates

Psychological Services
and
Holistic Medicine

Missed Appointment Policy

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127 S First Street
Suite 105
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Dear Client,

If you are unable to make your scheduled appointment, kindly provide notice of cancellation of your appointment within 24 hours of the scheduled session. Monday appointments must be cancelled no later than Saturday at 5 p.m. If the appointment is not cancelled within the stated timeframe, you will be charged \$130 for the missed session. Unfortunately, insurance companies refuse to pay for missed appointments and we do not bill insurance companies for missed session. Exceptions are made for emergencies and in these cases, please inform our office of the nature of the emergency. We charge for all failed appointments and for all appointments cancelled with less than full notice. Payments may be mailed or must be paid at the next session. Thanks you for your cooperation and we look forward to serving you.

Print Patient Name

Date

Signature of Patient

Date

Signature of Parent or Guardian

Date