

FAMILY FOCUSED



# GARIN DOUGLAS VICK, PSY.D.

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## CLINICAL & FORENSIC PSYCHOLOGY

**Effective: 10/02/2015**

### **New Office Policy Re: Cancelled or Missed Appointments:**

We understand that from time to time our clients need to cancel sessions due to schedule conflicts or illnesses. However, the need to reschedule can lead to scheduling problems for other clients, as well as difficulties for the office due to the inability to bill insurance for missed or cancelled appointments. Missed appointments or appointments cancelled without sufficient notice also have the potential to challenge the therapeutic relationship. For these reasons, we have instituted the following policy with regard to cancellations:

Once an appointment is scheduled, you will be expected to pay **(\$200.00)** for the missed session unless you provide a **24-hour** notice of cancellation. **If you are 30-minutes late to your appointment, you will be charged for a missed appointment of \$200.00, as Dr. Vick cannot bill your insurance company for the remaining time.**

If you cannot reach someone directly, you are asked to leave a message on the voicemail system, which automatically logs the time and date of the call. (813) 689-2525.

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Client or Parent/Guardian Signature

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Date

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