

---

## RATES & CANCELLATION POLICY

---

### **PAYMENT**

Payment is required at the time of service. Accepted forms of payment are cash, check, and debit/credit cards (Visa/MC).

### **INSURANCE: OUT OF NETWORK**

I will provide you with a receipt of payment that can be submitted to your insurance company for out-of-network reimbursement, it is your responsibility to work directly with your insurance company. Your insurance company decides whether you will receive out-of-network reimbursement for my services, so if you are interested in this option, please check with your insurance provider to see if out-of-network benefits would apply in this case. If you would like to use this option, you will need to pay the full session fee and submit the claim yourself to your insurance company.

### **CANCELLATION**

Should you need to cancel or reschedule an appointment I ask that you call me directly at 617-401-7786. I do not check email regularly and find the quickest way to alert me of your cancellation is by phone.

Please note that I do not respond to text messages.

### **LATE CANCELLATION CHARGE/NO-SHOW CHARGE**

Since the scheduling of an appointment involves the reservation of time specifically for you, a minimum of 48 hours (2 days) notice by phone is required for re-scheduling or canceling an appointment. Unless we reach a different agreement, the full fee will be charged for sessions missed without such notification. Most insurance companies do not reimburse for missed sessions.

Name: \_\_\_\_\_

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_