



540 Powder Springs St, C-17, Marietta, GA 30064

### Cancelled and Missed Appointments

A reminder text message and email message are sent for all appointments at least 48 hours in advance of the appointment. Cancellations that occur less than 24 hours of the appointment time will be charged a \$60 cancellation fee. Missed appointments with no notification will be charged a \$80 fee. If a pattern of no-show or cancellations occur, you may be asked to pre-pay for future sessions.

If you utilize insurance for payment of your sessions, a cancelled or missed appointment charge cannot be submitted to insurance for reimbursement. You will be personally responsible for the \$60 cancellation fee.

### Telephone Calls

Psychotherapy by telephone is not ideal and needing to talk to your therapist between sessions may indicate that you need extra support. However, we realize that there are times that you may need to call and explain circumstances in an effort to schedule an additional session. Telephone calls that exceed 10 minutes in duration will be billed at a prorated amount based on your scheduled fee.



I, \_\_\_\_\_ (print name), understand the above policies. In the case that one of the above policies needs to be exercised, I authorize **Becoming ME, LLC** to charge my credit card listed below. I understand that a charge could be made without prior notification from my therapist. Notification will be provided for the amount and date of charge. I understand that this document will be kept in my file and secured.

Credit Card # \_\_\_\_\_

Expiration Date \_\_\_\_\_ Security Code \_\_\_\_\_ Billing Zip Code \_\_\_\_\_

Signature of Cardholder \_\_\_\_\_

Signature of Client (if different from cardholder) \_\_\_\_\_