

Coastal Psychology & Education Associates, LLC

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Please read the following agreement, sign and return to this office at least 2 days prior to your initial appointment. A return envelope is provided or you may email or fax it to the above. This will serve as confirmation of your scheduled appointment.

Therapy is an ongoing process of growth and change. Once you have made an appointment for an outpatient psychotherapy session, remember that it is time reserved especially for you. Therefore, I require at least 24 hours advance notice if cancellation is necessary.

Please note that the cancellation call must be made 24 hours prior to the scheduled appointment. Also, insurance companies will not pay for missed appointments.

You will be billed the following charge for therapy appointments missed without 24 hour prior notice, except for emergencies.

Cancellation fee for under 24 hours \$50.00

By your signature below it is understood and agreed that you have read and will abide by the above statements.

Signature

Date