

Policy for Late Cancellations and Failed Appointments

It is my office policy to charge the client and/or responsible party for appointments that are not cancelled or changed in a timely manner or when the client fails to attend the session for any reason. This is a standard practice for psychologists and other professional therapists due to the demands of limited appointment times in order to assist clients. I would like you to understand and agree with this policy as we begin therapy. Please ask for any clarification if you have any questions or concerns.

Please note:

- **Appointments must be cancelled at least 48 business hours in advance to avoid incurring a charge.**
- **The fee for late cancellations or failed appointments is equal to the charge for a full session. ***

* Insurance will not pay for late cancellations or failed appointments. In the event of a late cancellation or failed appointment you are responsible for the entire fee for that service and not just your copayment. The fee for a late cancellation or failed appointment when you have insurance therefore includes the portion typically paid by your insurance for a session, and your copayment. You will be charged my contracted rate with your insurance carrier for the type of service scheduled.

Charges for late cancellations or failed appointments are due immediately.

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