**Billing and Cancellation Policy**

**Billing**

Our policy is full payment at the time service is rendered. We accept Cash, VISA, Discover, and Master Card. There will be a $30.00 service charge for each returned check.

If you will be utilizing your medical insurance, please make sure to present your insurance card along with the responsible payer’s driver’s license at the time of your appointment.

Please be aware that benefits quoted by your insurance company are not a guarantee of payment. You will be asked to pay any charges not paid by your insurance company.

**Cancellation**

If you are unable to attend an appointment, we request that you provide at least 24 hours advanced notice to our office. Since we are unable to use this time for another client, please note that there will be a $60.00 cancellation fee if it is not called within 24 hours. Exceptions are made for cancellations due to illness or an emergency.

If you fail to show for you scheduled appointment and do not call to cancel within 24 hours of your appointment, a $60.00 no show fee will be charged. Exceptions are once again accepted at the discretion of your therapist or the office manager for illnesses and emergencies.

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Client Signature (Client’s Parent/Guardian if under 18) Date