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No Show/Late Cancellation Policy

I understand that there are times when you must miss an appointment due to personal illness, emergencies or obligation for work or family. However, when you do not call at least 24 hours in advance to cancel an appointment, you may be preventing another client from getting much needed treatment. Conversely, the situation may arise where another client fails to cancel and I am unable to schedule you for a visit, due to a seemingly “full” appointment calendar. A cancelled appointment also delays our work.

When you must cancel, please give me at least 24 hours notice. I am rarely able to fill a cancelled session unless I know *at least* 24 hours in advance. If you are unable to provide at least 24 hours notice when you cancel, you will be charged a fee for your session unless I am able to fill it with another client. **(Please note that insurance companies do not reimburse for missed appointments. I am unable to bill your insurance company for this fee.)**

The only time I will waive this fee is in the event of serious or contagious illness or emergency. Obviously, illnesses and emergencies don't give us 24 hours notice, so you won't be penalized.

If there is a pattern of cancelling appointments, even with 24 hours or more notice, you may lose a regularly scheduled appointment time.

I reserve the right to waive or modify these fees at my discretion.

No Show Fee (no call prior to appointment time)	\$125.00
Late cancellation fee (less than 8 hours prior)	\$100.00
Late cancellation fee (between 9 – 24 hours prior)	\$75.00

Patient Name: _____

Patient Signature: _____

Date: _____