

John R. Lynch, Ph.D. Cancellation and No-Show Policy

Your appointment time is reserved especially for you. When you call late to cancel or reschedule, or no-show without calling, it delays our work together and impacts the practice financially. Dr. Lynch will do everything in his power to make your appointment convenient for you, but office times and availability are limited.

When you must cancel an appointment, please do so at least 24 hours in advance. Sufficient notice allows Dr. Lynch to use that hour for other clients who may be on a waiting list, experiencing a crisis, or looking for the opportunity to reschedule their own appointment for a different time. ***If you call to cancel less than 24 hours before your session starts, you will be charged a \$50.00 late fee. If you call to cancel after the start of session OR no-show without calling, Dr. Lynch's full self-pay session rate of \$110 will be charged.***

____ I understand that I must call to reschedule or cancel any appointment with Dr. Lynch at least 24 hours in advance or I will be charged \$50.00.

____ If I call to reschedule or cancel my appointment after the start of my session or no-show without calling, I understand that I will be charged the full session fee of \$110.00.

Printed Name

Signature

Date