

## *Fee and Cancellation Policy*

### Please Read Carefully:

FEE: Dr. Merchant's fee is \$150 for the initial session, and \$125 for subsequent sessions. If you choose to use insurance, Sue Barr, our business manager will take your insurance information. As a courtesy proved by Dr. Merchant, Sue will call your insurance company for benefit information. She will then phone you with your estimated copay amounts and/or your deductible due. Dr. Merchant has no secretary on site and copayments should be made to her at the beginning of each session. Payment is part of the therapeutic process and reflects your investment in your treatment. Please feel free to discuss and financial concerns with Dr. Merchant.

CANCELLATION: Scheduling an appointment involves the reservation of time specifically for you. Therefore, a minimum of **24 hour notice** is required if you wish to reschedule or cancel an appointment. A **\$50 fee will be charged for sessions missed without such notification.** Please understand that this is done because short notices make it impossible for Dr. Merchant to schedule someone else in your time. In addition, insurance companies do not reimburse for missed appointments. However, if an emergency arises, no charge will be applied to your account.

Please sign below to verify that you have read and that you **agree** with the policy.

Client's Signature \_\_\_\_\_ **Date** \_\_\_\_\_