No Show/Late Cancellation Policy

Policy: To maximize the efficiency of the practice by informing clients that if they do not cancel their scheduled appointment within **24 hours prior to the appointment**, they will be charged a **No Show Fee**.

Procedure:

1. Client(s) who arrive on time are seen at their scheduled appointment time. If a client arrives 15 minutes or more late, their appointment time will need to be rescheduled and they will be charged the No Show Fee of $70 for individual sessions and $20 for group sessions.
2. Clients are expected to contact Becoming Balanced, P.C. **no less than 24 hours** in advance of their scheduled appointment if they will be unable to make their appointment. Becoming Balanced, P.C. has reserved allotted time for each client. A no show client takes away a time slot for other clients.
3. Clients who do not show up for their scheduled appointment and/or who have not canceled more than 24 hours before their scheduled appointment, will be charged a $70 No Show Fee for individual sessions and $20 No Show Fee for group sessions. (Refer to Insurance, Credit & Collection Policy for more information).
4. If possible, all attempts will be made by Becoming Balanced, P.C. to fill that no show time on the schedule; however, the nature of the practice makes that very difficult. It is detrimental to a small practice to have clients who do not show up.
5. A client who has 3 no show appointment and who has not given the required notice or who consistently cancels their appointment within 24 hours of the scheduled appointment may be discharged from the practice. All clients discharged from the practice must have the approval of the President (Dr. Desiree Zielke) and treating clinician of Becoming Balanced, P.C.
6. No Show Fee needs to be paid before client can schedule next appointment. Fee can be paid by calling Becoming Balanced or through the online Patient Portal.

By signing below, I acknowledge I have read the No Show Late Cancellation Policy and agree to abide by this policy.

_____   _____

Client Signature   Date

Becoming Balanced, P.C.
Written/Approved: 12/2023