

Name: _____



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CANCELLATION POLICY

We strive to provide excellent clinical care to each client at Hartstein Psychological Services. Our Appointment Cancellation Policy is as follows:

Diagnostic Evaluation:

Diagnostic intake appointments are 60-75 minutes in length, and there will be 2-3 scheduled. If for any reason you must cancel or reschedule these initial diagnostic evaluation appointments, we ask that you provide **TWO BUSINESS DAYS'** notice (48 hours during the weekdays; Thursday notice for Monday appointments; holidays are treated like a weekend). If you cancel with less than **TWO BUSINESS DAYS'** notice and then want to reschedule the diagnostic evaluation, you will be required to provide half of the evaluation fee in advance. This fee is nonrefundable and will be applied towards your appointment when the service is rendered.

Follow-up Appointments:

Current clients may cancel an appointment with no penalty if they provide at least **ONE BUSINESS DAY'S** notice (24 hours notice during the week; Friday notice for Monday appointments; holidays are treated like a weekend). If an appointment is cancelled, missed, or rescheduled with less than **ONE BUSINESS DAY'S** notice, the client is required to pay the full cost of the appointment.

As emergencies do arise, Hartstein Psychological Services will evaluate cancellations on a case-by-case basis.

I have read and understand the Appointment Cancellation Policy of the Hartstein Psychological Services and I agree to be bound by its terms.

Print name of client

Print name of client's representative (for clients under 18)

Signature of client (or representative)

Date

If signed by client's representative, state representative's authority to act on client's behalf