



Michelle N. Hamm, MFT Associate
(541) 252-1675
michelle@pacificrootscounseling.com
<https://pacificrootscounseling.com/>

CANCELLATION POLICY

I look forward to working with you. Our appointment sessions are approximately 55-60 minutes long. It is important to me that I stay on time for all scheduled appointments. I will make every effort to keep your wait time to a minimum. Due to the length of time provided for each appointment, it is important that you arrive on time for your appointments. If you are more than 15 minutes late, I will reschedule your appointment and you will be responsible for the fees of a no show. In order to avoid paying no show fees, I require at least twenty-four (24) hours notice for all cancellations.

You will be responsible for a **\$60 fee** for a missed appointment at **the first no show or late cancellation**. After the **second and third no show or late cancellations**, you are responsible for the entire **fee of \$120** to continue scheduling.

After 3 cancellations or no shows, you will not be able to schedule another appointment and I will refer you to another provider. If you have arranged with me to have standing appointments, then after the first no show, all appointments will be removed from the schedule and you will have to arrange appointments weekly.

Please sign below that you have read and understand the cancellation policy.

Client Name

Date

Client Signature