

# LYNNE MOSER, LCSW

LICENSED CLINICAL SOCIAL WORKER

917.605.1006

## MISSED OR CANCELLED SESSIONS POLICY

As indicated on the Consent for Treatment form, I have a 24-hour cancellation policy. Of course, there may be an isolated unforeseen emergency that makes it difficult or impossible to give adequate notice of a cancellation. Barring such rare circumstances, the following guidelines will apply to missed sessions without 24-hour notice:

### PLEASE READ THE FOLLOWING CAREFULLY

- A. If you are using insurance for therapy, there will be a \$65 charge for a missed session. Please know that **your insurance company cannot be billed if you are not present**. Therefore, you will be responsible for this charge regardless of your co-pay.
- B. If you are paying out of pocket and your assessed fee is less than \$65 per session, you are responsible for paying your assessed fee.
- C. If you are using your Employee Assistance Program (EAP), there is no charge for a missed session. However, you will have one less session available to you.
- D. If missed appointments become a concern we, in good faith, will discuss. Should it continue to be a problem, please be aware that Lynne Moser, LCSW reserves the right to require pre-payment for sessions or discontinue sessions.

Feel free to text or call (917) 605-1006 if you need to verify your appointment day or time.

Your signature below indicates your understanding and agreement to adhere to the above policy. If you have any questions, please feel free to ask. Thank you.

\_\_\_\_\_  
Print Client/Legal Guardian Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date