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## SCHEDULING AND FEES POLICY

Since the scheduling of an appointment involves the reservation of a time set aside specifically for you, a minimum of 24 hours' notice is required for cancelling an appointment. If for any reason a session is not showed or cancelled less than 24 hours in advance, a fee of \$25 will be automatically charged to a card on file. This can be separate from your regular payment method or used for both purposes. For clients without a card on file, our office will send you an invoice for \$25 for the missed session/late cancellation.

I do understand that sometimes "life happens" and there are circumstances beyond one's control that could prevent them from making an appointment. As such, I will allow for two free passes for when this occurs. After that, I will assess each situation on a case-by-case basis if I will continue to allow these free passes. Please note that most insurance companies do not reimburse for missed sessions. Frequent cancellations or no-shows will result in termination of treatment. To promote consistency of treatment and the avoidance of large fees, if your account balance meets or exceeds \$150, sessions will not take place and may be cancelled from the schedule until this balance is paid.

I value you as a client and hope to partner with you in achieving your goals. We can only accomplish this with your understanding and consistency with treatment. Thank you for your understanding. I am looking forward to working with you!

Signing below indicates agreement and intent to comply with the "Scheduling and Fees Policy" above.

_____	_____	_____
Client's Name (Print)	Client's Name (Signature)	Date

_____	_____	_____
Parent/Guardian's Name (Print)	Parent/Guardian's Name (Signature)	Date

_____	_____
Heather Hogbin, LCSW	Date