



Goodwin Counseling Services LLC
— Psychotherapy —

9/12/23

Dear _____,

Thank you for choosing Goodwin Counseling Services LLC! We are honored to be a part of your journey to improved wellbeing and happiness. Periodically we send out reminders of our policies and agreements. This letter is to offer clarification about our mutual agreement, as stated in our contract regarding insurance, financial agreements and cancellation policies.

- **Please keep us up to date with your insurance and any changes;** coverage may change and we can help adjust for this if we know ahead of time.
- **We kindly ask that co-pays be paid day of visit;** most people leave a card on file in Simple Practice and this is automatically withdrawn at the end of day.
- **Cancellation/Missed Appointment Policy-**

In order to provide the best care, we require a 24-hour notice for cancellation in order to provide enough time to fill the spot. Our full session fees are \$150 per session.

- **Less than 24 hours' notice-** Appointment must be cancelled at least 24 hours prior to the scheduled appointment time or be subject to the late cancelation/missed appointment fee.
- **Missed Appointments-** Appointments that patients do not attend or call to cancel 24 hours in advance are considered a missed appointment and are subject to the late cancelation/missed appointment fee.
- **Late Cancelation/Missed appointment Fees-**
 - *1st late cancel/missed appointment - \$80 fee charged, conversation/review of cancellation policy*
 - *2nd late cancel/missed appointment \$115. fee charged, conversation about termination of therapy*
 - *3rd late cancel/missed appointment, \$150. fee charged, termination of therapy*
 - If there are extenuating circumstances due to illness, injury, or emergency, the clinician may take this into consideration and advocate for a lesser fee.
- **Clinician Cancellations-**
 - No fee will be applied when the clinician cancels

As we clarify these policies, please know we continue to be committed to your healing and well-being! We are available to discuss any questions or concerns you may have!

Warm Regards,

Goodwin Counseling LLC