



Cancellation, Late and NO Show Policy

If you need reschedule or cancel an appointment, please contact our office as soon as possible. Not doing so takes away the opportunity to give that appointment to another patient. We appreciate you understanding the following:

Cancellation Policy: Appointments not canceled or rescheduled 24 hours prior to appointment time will be charged \$75 fee. Failure to show for a scheduled appointment, being late and/or calling to cancel after the actual time of the appointment will be documented as a no show and you will be charged a \$75 no show fee.

Psychiatric Late Policy: If you are 5 minutes or more late for your psychiatric appointment you will be forfeiting your appointment. (Psychiatric services include appointments with Dr. Strayhan, Nurse Practitioners, Med Management and ADHD TESTING).

Therapy Late Policy: If you are 15 minutes late or more for a therapy appointment you will forfeit this appointment.

(Therapy services include Talk Therapy, Individual counseling and Family Counseling).

No-Show Policy: If your total amount of No Shows exceed three, you will be charged \$75 in addition to the loss of re-occurring appointments.

By signing below, I authorize BasePoint to keep a credit card on file for future payments and to charge all balances accrued on the patients listed below with the information saved. I further understand that if a payment is denied by the credit card on file, I will not be able to schedule any further appointments with Basepoint until the balance has been paid in full. Additionally, my account may be sent to an outside collection agency and my child(ren) may be discharged from the practice. I am aware that if any of my personal information has changed, I am responsible to notify BasePoint of the change(s) to ensure they have the most current information to contact me or process payment accurately.

Patient Name _____

Patient/Guardian _____

Date _____