

Pati Anderson, MC, LPC, PLLC

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APPOINTMENT POLICY

Dear Client:

Welcome! When you arrive at my office, please come in and take a seat. Trish or Kelcey will usually be at reception to greet you and offer you a beverage. I will be out to meet you at our scheduled appointment time. If you are a few minutes late, and there isn't anyone at the reception desk, please call me at 602-625-1414 when you enter the office waiting room. This way I will know you have arrived and we can begin our session immediately.

Please be aware that when you have an appointment with me, I am counting on you to attend and participate in the session as scheduled, just as you are counting on me. If you need to reschedule or cancel a session for any reason, please contact me 24 hours in advance of your scheduled appointment. This provides me the opportunity to schedule with another client.

Missed or late-cancelled session fees:

- Appointments that are **missed** or **canceled less than 24 hours in advance** will be billed at the regular session fee (\$140).
- If you are a Mayo Clinic employee, please note that you will be responsible for this fee (\$140), as insurance will not pay for missed appointments.
- In the case of a missed *Initial Intake* session, payment (\$250) must be received prior to rescheduling.

I try very hard to begin and end appointments on time. If I am late, I will make the time up to you. If you are late, we will still end on time, so that I can be on time for my next client; full session fee or co-pay applies.

Your signature below confirms that you have read this policy, have received a copy of it (if requested), and have had all questions answered to your satisfaction. Thank you very much!

Client's Name (print)

Client's Signature

Date

If client is a minor, signature of person financially responsible

Date