

Paula J. Detjen, PLLC
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NO SHOW AND CANCELLATION POLICY

This agency requests **at least 24 hours advance notice** for all cancellations or rescheduling. Paula J. Detjen, PLLC reserves the right to bill some or the entire regular fee for missed appointments not cancelled in advance. The same policy will apply for a “no show” appointment.

Clients will be charged one-half of the customary rate (\$60.00) for an initial missed appointment that was not cancelled in advanced or a “no show” appointment. Subsequent missed appointments that are not cancelled in advance or “now shows” will be charged the full fee (\$120.00). Insurance and Medical Assistance will not pay for these charges and will be the sole responsibility of the client or the client’s guarantor.

If a client accumulates 3 no shows or cancellations with less than 24 hour notice, or have repetitive cancellations, Paula J. Detjen, PLLC reserves the right to cancel services with the client.

I understand that it is my sole responsibility to give at least 24 hours advance cancellation notice when I am unable to keep my scheduled appointment or need to reschedule. Otherwise, I will be charged for my scheduled appointment time. I am fully aware that I may cancel with advance notice by calling 507-581-0430 or by e-mail: paula.j.detjen@charter.net.

Signature of Client

Date

Signature of Parent/Guardian

Date

DATE OF APPOINTMENT	CANCELLED	DID NOT SHOW	SIGNATURE OF CLIENT