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**JANUARY 1, 2014**  
**UPDATED CANCELATION POLICY – 48 HOURS**

Please give as much notice as possible if you need to cancel an appointment as your appointment time is specifically reserved for you. I have increased my request from a minimum of 24 hours to 48 hours notice.

If you cancel an appointment with less than 24-hours notice, or if you do not show for a scheduled appointment, you are responsible for the full fee for the session. Insurance does not cover missed sessions so you will be responsible for the full fee of your appointment, not just the co-pay, and insurance will not reimburse you if you are using out-of-network benefits.

**UPDATED POLICY: If you provide between 24-48 hours notice cancelation and I am unable to fill your specific appointment time, you will be charged 50% of the fee.**

If I am able to fill your appointment slot despite the late cancelation, I will be happy to waive the fee, but the policy exists because I cannot guarantee I will be able to fill the slot with a late cancelation.

\*\*\*Please note – if your appointment falls on a Monday, >48 hours does not include weekend hours\*\*\*

Please sign below to indicate that you are aware of this updated policy and agree to it.

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Name (printed)	Signature	Date
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Name (printed)	Signature	Date
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