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ATTENDANCE POLICIES

I am sure that you will try your best to attend sessions regularly on whatever schedule we determine is most helpful for your needs. A commitment to attending regularly is crucial for progress, as therapy is a process typically occurring over some time.

In addition, because I am in a solo practice/business, certain attendance practices become important on my end.

These are my policies regarding attendance for clients in my practice:

- 1) I ask clients to aim to keep 5/6 appointments without canceling or rescheduling. If you do need to cancel for whatever reason (illness, snow, child sick, or other conflicts which inevitably come up) 1-6 days in advance, I ask that you try your best to make up the appointment that week if possible (or the following if you come every other week), and to keep to your usual frequency of appointments. This is because short notice cancellations are often hard to fill, and they leave unfilled slots that other clients could have used.
- 2) An alternative to making it up is giving at least 7 days notice of cancellation. This usually allows me to fill it. I make it a

practice to look ahead in the calendar with my clients so that we can anticipate (with ample notice when possible) times you (or I) can't make it.

- 3) Cancellations made less than 24 hours in advance will continue to incur a fee of \$100. However, with efforts in the above areas, this can be minimized.
- 4) Finally, teletherapy/telehealth is an option for some clients. I conduct sessions over a secure video platform. If you use insurance, please call them to ask about coverage for telehealth. Then we can get you set up. That way, video sessions can be used if you can't get to my office, or as a way to set up a replacement appointment. In most cases, you must be in Massachusetts to use this.

If, at any point, you have any questions or concerns about attendance or these policies, I am very open to hearing them.

Thanks for your attention to these issues.

Feb. 14, 2021