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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. 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 then keep your next scheduled appointment as usual. This is because short notice cancellations are 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 4 to 24 hours in advance will continue to incur a fee of \$120. (Not showing or cancelling within 4 hours incurs fee of \$150.) However, with efforts in the above areas, these can be minimized.

If, at any point, you have questions or concerns about attendance or these policies, I welcome hearing them.

Thanks for your attention to these issues.

Revised Dec 10, 2024