

BAY AREA BEHAVIORAL SERVICES
135 N. Moon Avenue
Brandon, FL 33510

CANCELLATION POLICY
PSYCHIATRIST APPOINTMENTS

- 1) If a cancellation occurs *less than 24 hours* before the scheduled appointment, the client will be held responsible for the entire fee amount reimbursed to Bay Area Behavioral Services by the insurance company. The fee must be paid prior to the next scheduled appointment. Emergencies will be reviewed on a case-by-case basis.
- 2) If the client cancels *in less than 24 hours* before the scheduled appointment *twice*, they will be responsible for the entire fee amount reimbursed to Bay Area Behavioral Services by the insurance company, and they will be discharged from psychiatric services.
- 3) If a client *does not call to cancel, and does not present for an appointment*, the client will be held responsible for the fee, and will be discharged from psychiatric treatment.
- 4) If a client cancels an appointment with the doctor more than 24 hours before the appointment, you may reschedule, and there will be no cancellation fee.
- 5) *Additionally, please be aware that the doctor does not provide refills if a client has not been seen in the office for their scheduled medication management appointment.*

Your signature below indicates agreement with the terms stated above.

Client or Guardian Name

Date