

CATALINA ARBOLEDA, PH.D.
LICENSED PSYCHOLOGIST
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MISSED APPOINTMENT/CANCELLATION POLICY

It is my policy to charge my regular fee for appointments that have not been cancelled **with at least a 48-hour notice**. I always appreciate as much notice as you are able to give me, as this allows me to give your time to others who might need to be seen.

When you do not let me know in advance that you are cancelling your session, I will charge you my regular fee, even when you are paying for your sessions using your BCBS insurance. BCBS does not cover missed appointments or phone sessions.

There are situations, when you are not responsible for the missed session, such as when you or your child wakes up so ill that you are unable to go to work.

Signature below indicates that you understand Dr. Arboleda's policy regarding cancellations and missed appointments.

Signature

Date

Printed Name