



**BALANCE BEHAVIORAL HEALTH, PLLC
OUTPATIENT THERAPY
CANCELLATION AND MISSED APPOINTMENT POLICY**

In order to provide the best quality of care, I request that you provide my office with at least 24 hour notice if you need to cancel or reschedule an appointment. I work by appointment only and any missed appointment could have been utilized by another client. Failure to provide the sufficient 24 hour notice will result in a **\$50 to \$100 (or more) fee per cancelled/missed appointment** (at the determination of your therapist/doctor). Cancelling or missing two appointments without 24 hour notice in a six-month period may result in termination of services. Payment of these fees are due before your next scheduled appointment.

COURT APPEARANCE & LEGAL FEES POLICY

There may be a time during your treatment at BBH that I may be subpoenaed to court for the purpose of litigation. Please be aware that I can only testify to the facts of the case and to my professional opinion. This does not guarantee that testimony will be solely in your favor. The same is true for records requests for the purpose of litigation. Furthermore, when I must go to court, all clients that are normally seen that day must be rescheduled, so fees will be assessed to make up for lost revenue. These fees are usual and customary, and with State of Virginia guidelines. None of these fees are billable to your insurance and are the sole responsibility of the client or requestor and/or legal guardian for a minor being treated by our practice.

Fees for the purpose of court action are as follows:

Therapist (total time to include travel)	\$300 per hour (billable in 15 minute increments)
Filing Documents with the Court	\$150 flat fee
Rush Fee (if less than 72 hour notice)	\$100

A retainer of \$500 is due 72 hours in advance of requested court appearance. You will be billed for the remainder and it is due within 30 days of receipt of invoice. If the full \$500 retainer is not utilized, the credit will be refunded within 30 days. If I am subpoenaed and the case is reset after appointments have been cleared for the day, you will be responsible for an additional \$500 to account for lost revenue from those day's appointments. Please be aware that there may be times that I am out of town and therefore unable to accommodate requests for court appearances.

I have read the above statements and agree to abide by the policies as stated above:

Client (or Parent/Guardian)	Name (print)	Signature	Date
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I have discussed the above statement with my client and answered any questions.

Therapist	Name (print)	Signature	Date
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