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24 Hour Cancellation Policy

Cancellation & late arrival phone number: 503.381.2032
Please store this number where it will be convenient for you if you need it.

You will never be charged for a cancellation if it is made more than 24 hours in advance of your scheduled appointment time.

Reason for this policy: Notifying me of your intention to cancel or reschedule 24 in advance gives me an opportunity to schedule someone else for that time slot. This is important because others may be on a waiting list or may also be looking for an opportunity to reschedule for a different time. As much advance notice as possible is always appreciated.

IF YOU CANCEL YOUR APPOINTMENT WITH LESS THAN 24 HOURS NOTICE, YOU WILL BE CHARGED FOR THE MISSED APPOINTMENT.

If you simply do not show up for a scheduled appointment, you will be charged for the missed appointment.

Because it is illegal to bill your insurance company for a missed appointment, you will end up paying the full fee for the missed session out-of-pocket (resulting in a much higher payment than you may have paid for a kept appointment). For many this creates an unnecessary hardship. It is possible that your therapy would be suspended until the fee is paid.

This cancellation policy is standard in the medical and mental health fields and will be strictly enforced.

On occasion, there will be understandable reasons for missing appointments, but exceptions to this policy will be rare.

Arriving late with notification: If you notify me, even a few minutes ahead of time by calling the number below, your appointment time will be held for you and you will have the time which remains in that hour. As long as you arrive within your scheduled hour, you will not be charged for a missed appointment.

Arriving late without notification: Your therapist will wait for you for 15 minutes after which he will assume you are not coming and may leave the office. In such a case, you will be charged for a missed appointment.

If you have questions about this cancellation policy, you should discuss this with your therapist at the start of therapy.

CANCELLATION PHONE NUMBER: 503.381.2032

This is my cell phone number. Please make any cancellations less than 48 hours in advance by using this telephone number. If less than 48 hours please do not cancel by email or by any other means than by this phone number. Otherwise I may not get your call promptly and will consider this a late cancellation. This cancellation number is also plainly available on the main number I use for my services. This will be helpful for me in managing my schedule and will help me to schedule someone from my waiting list for that hour. Thank you.

Please sign below to indicate you have read, understand, and agree to abide by my cancellation policy. Thank you.

Signature & Date