

Samantha A. Kirk, Ph. D.
Licensed Psychologist

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Cancellation policy

It is important to understand that insurance companies *never* pay for missed sessions. Because of this, late cancellations become a problem in any practice that is appointment-based. I have developed a cancellation policy that I think is fair and allows for some flexibility. It also avoids difficulties in differences in opinion about what is and is not an emergency. Finally, it avoids confusion when I am asked, “Is it ok if I cancel?” It is always ok to cancel, but if it’s under 24 hours you will be asked to pay for a late cancellation.

You will be asked to pay \$50 for *any* cancellation, emergency or non-emergency, made fewer than 24 hours in advance. However, if we can reschedule at a mutually convenient time within the same calendar week, that fee will be waived. If the cancellation is on a Friday, then if we can meet on Monday or Tuesday the following week, the penalty will be waived. You may cancel the appointment for any reason at all or no reason. It is your decision.

Please do not come if you have a contagious illness. If you have a contagious illness and you have an upcoming appointment, notify me as soon as you think you may not be well enough to attend. If you develop a contagious illness fewer than 24 hours before the session, and are unable to pay the fee, please discuss this with me as soon as you are aware that you are ill.

Any cancellation made more than 24 hours incur no penalty.

If you have RIteCare, the fee does not apply, as I am contractually not allowed to charge for unkept sessions. However, if you incur two late cancellations in a year you risk loss of an evening slot and potentially termination and referral.

If you have extenuating circumstances, such as a child with chronic illness, or financial problems such that these fees are very burdensome, please discuss it with me in advance so we can make suitable arrangements.

If you have any questions about this policy, please feel free to ask in session, call or text (401.243.7044), or send an email (samantha.kirk@gmail.com).

I acknowledge I have read and received a written copy of this agreement and agree to its terms.

Signature_____

Date_____