



## Springfield Psychological

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Springfield, PA. 19064  
(610) 544-2110

Exton  
Havertown  
King of Prussia  
Philadelphia  
North Wales  
Wyomissing  
Springfield  
Trevose  
West Chester

### Appointment Cancellation Policy Effective: 1/1/2023

At Springfield Psychological, we want to ensure that our patients have access to the care that they need. Our Appointment Cancellation Policy provides our patients with guidelines to cancel their appointments or there will be a financial consequence. This policy is in place so that we have ample time to schedule other patients needing an appointment who have not been able to be accommodated sooner. Given the high demand for our services, this policy allows us to better accommodate the needs of our community.

- **Psychotherapy Session Cancellations**

- A late cancellation means cancelling your appointment **less than 48 business hours** in advance of your scheduled appointment time.
- Missed appointments include untimely cancellation (less than 48 business hours notice) or failure to attend your session (no-show) for any reason.
  - Service Fees for Late Cancellations or Missed Psychotherapy Appointments:  
\$60.00
  - These service fees will be charged to your Credit Card on File (CCOF).

- **Psychiatric Cancellations:**

- A late cancellation means cancelling your appointment **less than 48 business hours** in advance of your scheduled appointment time.
- Missed appointments include arriving after your scheduled time, untimely cancellation (less than 48 business hours notice) or missing your appointment for any reason.
  - Service Fees for Late Cancellations or Missed Psychiatric Appointments:
    - Initial Evaluation: \$ 200.00
    - 30 Minute Appt.: \$125.00
    - 15 Minute Appt.: \$ 70.00
  - These service fees will be charged to your CCOF.

- **Psychiatric Emergency Medication Refill**

- If you require medication refills outside your regularly scheduled medication management appointments, you will be assessed a service fee of \$30.00.
  - These service fees will be charged to your CCOF.