

Patti Di Giacinto, LCSW, CADC
2030 E. Algonquin Road, Suite 401
Schaumburg, IL 60173
847-387-7547

Missed Session Policy

Sessions are scheduled in advance and are a time reserved exclusively for each client. When a session is cancelled without adequate notice, I am unable to fill this time slot by offering it to another current client, a client on the wait list, or a client with a clinical emergency. In addition, I am unable to bill your insurance company for sessions that are not kept.

A fee of \$75 will be charged when a client misses or cancels an appointment without giving 24 hours notice. This means that if an appointment is scheduled for 3pm on a day, notice must be given by 3pm the previous day. You can cancel your appointment by calling, emailing, or sending a text message to Patti Di Giacinto, LCSW, CADC at (847) 387-7547 or patti@pattidigiacinto.com. This fee may be waived if the client can reschedule their appointment within that same week, based on the therapist's availability. Exceptions will be made for medical emergencies and contagious illness, provided this is not a pattern of missed session behavior. Missed appointment fees will be automatically charged to the credit card on file.

Client Signature

Date

Witness

Date

Credit Card Number: _____

Expiration Date: _____

3 Digit Security Code: _____

Zip Code where credit card statements are sent: _____