

DEDHAM CONSULTATION CENTER, LLC

339 Washington Street, Suite 203, Dedham, MA 02026

Telephone: 781-407-7770 Fax: 781-326-7413

Appointments and Cancellation Policies

Cancellation Notice Requirement

When you schedule an appointment at Dedham Consultation Center you are reserving time that will not be available to anyone else. If you are unable to keep a scheduled appointment, please notify us by phone as soon as possible but **at least 24 hours in advance**.

Late Cancellation Fee

If you provide less than 24-hour notice, you may be charged a **\$50** late cancellation fee unless there is an emergency (an event beyond your control, such as a snow storm, car accident, serious injury or illness that would keep you home from work).

Missed Appointment Charge

If you miss an appointment without providing any notice you will be responsible for the full appointment charge (minimum **\$75**) except under emergency circumstances as described above. Please remember that insurance does not cover the cost of missed or cancelled appointments.

Appointment Behavior

Please ensure that you are drug and alcohol free at the time of your scheduled appointment. If your provider believes you are under the influence of drugs or alcohol, you may be asked to leave and reschedule your appointment for a different day. You will be charged the full appointment fee as if this was a missed appointment. This policy is necessary because our services are not useful if drugs or alcohol are affecting your thinking.

Please arrive on time for your appointments. **Copays will be due at the time of the visit.** All medication refill requests require a notice of at least 4 business days prior to your last dose.

I, _____, have read, understand and will abide by the above policies. (print name)

Signature of Patient (or Guardian if under 18)

Date