



ATTENDANCE AND CANCELLATION POLICY

Recommended Frequency of Visits

Psychotherapy is a *process* that requires regular visits over a sustained period of time for optimal results. In most cases, the ideal frequency of therapy is once per week; once every other week is generally less effective but still worthwhile. Less than biweekly is usually ineffective. Therefore, if you are unable to commit to weekly or at least biweekly meetings you may not be able to benefit from psychotherapy (at least as I practice it). In some cases, after a certain point, meeting less frequently may make sense, which would be discussed and mutually agreed to at that time.

Scheduling

If possible it is always best to schedule a recurring weekly (or biweekly) appointment. This assures you a spot on my calendar. If you have a strong reason to be unable to commit to a regular, recurring appointment time, you may make ad hoc appointments *as long as you maintain a regular frequency of visits* (usually either weekly or biweekly). In this case, however, I cannot guarantee that I will have open spots, which may make it difficult to continue your work.

Cancellations

Because the effectiveness of psychotherapy is directly related to frequency of visits over time, it is important to attend all scheduled visits. While cancellations are necessary from time to time, too many cancellations can seriously undermine the therapeutic process. Moreover, if you need to cancel it is very helpful to do so *as far in advance as possible*, to allow others to use the slot you are vacating. Therefore:

- **24-hour cancellation:** I will charge the full rate if you cancel less than 24 hours in advance of your scheduled appointment except in cases of rare and serious emergencies (or any sickness that is contagious or makes it difficult to engage productively in therapeutic work).
- **Week-ahead cancellation:** Because other clients are far less likely to be able to accommodate an opening in my schedule less than a week in advance, I strongly urge you to make any cancellation at least one week in advance whenever possible.
- **Excessive cancellations:** Cancellations above a certain frequency are considered excessive, unless there is a strong reason and we have discussed it, preferably in advance. The following are considered excessive:
 - Late cancellations (less than 24 hours in advance) that occur more often than twice per year
 - Cancellations made less than one week in advance more than once per quarter (3 months)
 - Any cancellations that occur more often than twice per quarter

Cancellations over these limits will trigger a conversation between us to evaluate the ongoing viability of the therapeutic process. It is always my intention to treat attendance as therapeutic material—that is, as content for our ongoing work together. But it may become necessary to close the therapy if attendance issues cannot be resolved in a reasonable amount of time.