To: AICCD Clients

From: Krystal Silverstein, Billing Manager

Date: Effective Immediately

**Re: Cancellation Policy**

Dear Client:

Due to an increasingly large number of last minute cancellations, AICCD is implementing a new cancellation policy effective immediately.

Cancellations must be made at least 48 hours in advance. If you must cancel less than 48 hours prior to your scheduled appointment, a $75 fee will be added to your account and will be payable at the time of your next appointment. Please note that we have a large number of clients who need to be seen, and a missed appointment is a missed opportunity for someone else.

Also, due to our long waiting lists, if you miss two appointments, you will be taken off our schedule permanently, unless prior arrangement has been made with our clinical director. With respect to make up appointments, they will be allowed only for illness and/or being out of town.

Thank you so much for your support and understanding!

Krystal Silverstein

Billing Manager

CC: Mary Jane Trunzo, M.A. CCC-SP

Patient/Parent Signature