



Psychiatric Services of
Central New York

Creating Balanced LivingSM

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Appointment Cancellation Policy

6/21/07

To Our Patients:

As most of you know, Psychiatric Services of Central New York is a small private practice. I do this work because I enjoy helping people, but it is also a business. When there are no-shows and last minute cancellations, we are unable to book someone else during that time. As of this date, this office will begin charging \$50 for no-shows and cancellations given less than 24 hours prior to your appointment time. There will be no exceptions. This fee must be paid within 30 days and will not be reimbursable by insurance, as there were no services provided. Our office is open Tuesday – Saturday 8:30 - 5pm. You may also mail payment to Psychiatric Services of Central New York, P.O. Box 534, Utica, NY 13503-0534.

Also, please be aware that there is a \$25 charge for checks returned for insufficient funds, in addition to any associated charges from our bank and yours.

We regret any inconvenience to our valued clients.

Sincerely,

Elizabeth Farnum, MD

Client Signature: _____ Date: _____

Printed Name: _____