

Loudoun Psychiatric Care.

44790 Maynard Square, Suite # 130 Ashburn, VA 20147

Cancellation Agreement:

By signing this form, I acknowledge that I have read, fully understand and agree to abide by the policies and that I agree to adhere to guidelines and fee schedules as set forth in this policy by Loudoun psychiatric care.

1. All appointments must be canceled by 11 AM of the business day before the scheduled appointment.
2. Failure to do so will result in missed appointment charge. The fees are as follows:
\$50 for psychiatrist or nurse practitioners visit.
3. I understand that if I arrive 15 or more minutes late for an appointment, I may be charged for a missed appointment.
4. I understand that if I have a balance on my account that it needs to be paid before my appointment and that failure to pay the debt may result in me not being seen and a missed appointment fee being added to my account. If you are unsure of your balance you may call Loudoun psychiatric care.
5. Loudoun psychiatric care will not refuse to see a patient if it is a medically necessary, regardless of account status for a reasonable amount of time.
6. I understand that it is my responsibility to check the appointment card at the time that it is issued to verify the proper date and time are listed on the card. Loudoun psychiatric care will not waive a missed appointment fee because of an error on a card.
7. I understand that in the event of snow or inclement weather I may cancel an appointment with less required notice if and only both of the criteria as are met:
Loudoun County government [not school system] is closed.
I call or email to cancel my appointment prior to the appointment time
8. I understand that if a patient is unable to make an appointment due to illness that they may cancel the appointment with less than required notice if and only if acceptable proof is provided for sickness.
9. Please call 703-542-3737 leave a message for cancellation or send an email to.com. The email shall not have any other information except cancellation notice.

How to cancel an appointment:

Please note there is a \$50 cancellation policy if you do not cancel your appointment at least 24 hours before your appointment but no later than 4:30 PM previous day. If this office is closed due to any reason or if the local government is closed due to inclement weather, you will not be charged a cancellation fee

1. In person at office.
2. By phone at 703-542-3737
3. By email at appointments@Loudonpsychiatriccare.com (this can only be used if you have and agreed to the email policies and procedures.

Patient/Guardian signature: _____ Date: _____