Westhampton Family Psychologists

Update to Our Late Cancellation Policy

Dear Valued Patient,

We hope this letter finds you well. At Westhampton Family Psychologists, P.C., we are continually striving to provide the highest quality of mental health services and ensure that we can accommodate as many patients as possible. To enhance our service delivery and manage our appointment scheduling more efficiently, we are updating our cancellation policy.

New Cancellation Policy (Effective February 1, 2024):

- **48-Hour Notice Requirement:** Beginning February 1, 2024, we will require a 48-hour advanced notice for cancelling or rescheduling appointments. This is an update to our previous 24-hour notice policy.

- **Late Cancellation Fee:** If an appointment is cancelled or rescheduled less than 48 hours in advance of the scheduled appointment, a late cancellation fee will be applied. This fee is detailed in our practice's Treatment + Financial Agreement.

Why the Change?

Our commitment to providing timely mental health services is paramount. The extended notice period will greatly assist us in offering available slots to patients on our waiting list who are awaiting care. This change is aimed at reducing wait times and ensuring that we utilize our resources to their fullest potential.

We understand that this change may require some adjustments on your part, and we appreciate your understanding and cooperation. Our goal is to serve you and our community more effectively.

Should you have questions or require further clarification regarding this policy change, please feel free to contact our office. Our staff is here to assist you.

Thank you for your continued trust in Westhampton Family Psychologists, P.C. We are committed to supporting your mental health needs and look forward to serving you under this new policy framework.

Warm Regards,

WFP Management

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