
Mary Ann Hartnett, Ph.D.
Licensed Clinical Social Worker
1010 Lake Street, Suite 620
Oak Park, IL 60301
708 359-5225

APPOINTMENT CANCELLATION POLICY

Notification of appointment cancellation must be received within 24 hours of appointment time or else the full fee of the session (not just the co-payment) will be due from you. Insurance cannot be billed for missed sessions.

If it is possible to reschedule a missed appointment during the same week, you will not be charged for a missed appointment. However, a replacement time cannot be guaranteed.

Appointments can be cancelled by calling or texting 708 359-5225. I will send you a response that I've received your message.

Appointments cannot be cancelled by e-mail.

There are certain urgent situations, such as a death or sudden illness which necessitate a late cancellation. You will not be charged for missing a session under these circumstances.

I have read this policy and agree to its terms.

Print name

Signature

Date