
Attendance Policy

** Please read carefully*

Mile High Psychiatry is dedicated to providing quality care to our clients and are pleased to reserve an appointment time exclusively for you. For your convenience, we will make every attempt to meet the needs of your personal schedule. We reserve time exclusively for you and ask that you make every effort to attend your reserved appointment.

- A scheduled appointment **MUST BE CANCELED AT LEAST 24 HOURS IN ADVANCE** to avoid being charged
- Last minute cancellations, reschedules and no-shows will be charged up to the full cost of the scheduled appointment
- If a client is late for an appointment, the appointment may be canceled and rescheduled; resulting in the client being charged up to the full amount of the scheduled appointment
- All cancellations and absences will be documented in the client medical records
- **THREE** absences (cancellation, reschedule, no show) or tardy appointments in a six month period may result in adjusting your appointment policy or discontinuation of care
- **ALL FEES MUST BE PAID IN FULL PRIOR TO YOUR NEXT APPOINTMENT**

Provider Cancellation Policy

- In the case of a provider canceling an appointment(s), no charge or fee will occur and all affected client(s) will be notified immediately
- We will attempt to reschedule your appointment at our earliest convenience

Appointment Reminders

We aim to make your appointment process seamless and easy. We offer three options of appointment reminders: text message, phone call and email. It is completely up to you how you will receive these reminders and can change your preferred method at any time. Please be advised that these reminders are sent through an automated system anywhere from 8:00am to 5:00pm, with the exception of the phone call from an in-office representative.