

Matt F. Butryn, Ph.D., LLC

Clinical Neuropsychologist

Pediatric, Adult, and Forensic Psychology

Appointment Cancellation & No-Show Policy:

Your appointment time is reserved specifically for you. While we understand that emergencies and other unexpected situations do arise, Athens Neuropsychology and Dr. Matt Butryn request you provide our office **48-hours' notice prior** to your appointment in the event that you are unable to attend it and need to reschedule.

A missed appointment without notifying our office (**late cancellation or no-show**) less than 48 hours from your scheduled time will result in:

- A **\$150 fee** for initial/intake appointments.
- A **\$300 fee** for testing/evaluation appointments.
- Patients who do not show up for a scheduled appointment **two times** within **12 months** will be dismissed from the practice.

The late cancellation/no-show fee will be charged to the patient, not their insurance company. All fees must be paid prior to rescheduling additional appointments. Any future appointments will be canceled by our office to accommodate other patients.

Missed appointments due to unforeseen, emergency situations such as medical emergencies or illness may be considered as an exception to the policy and will be at the discretion of the practice manager on a case-by-case basis. Please contact our office directly to discuss exceptions and be prepared to provide supporting documentation.

This cancellation/no-show policy ensures that Athens Neuropsychology/ Dr. Matt Butryn can remain consistent with its purpose and promise to provide high-quality, patient-centered care to each of our patients and allows us the opportunity to provide care to another patient.

To cancel or reschedule an appointment, please contact our office directly.



www.athensbrain.com