Meg Maginn L.C.S.W.

Eating Disorders Associates

**Office Policies & Procedures**

1. Appointments are schedules through our office administrator or with your therapist directly. In the event that a follow up appointment was not given, we ask that you please call and schedule an appointment.

1. Your appointment time given to you is your time… please be prompt.
2. A reminder call / or text is usually made the day before to confirm your appointment. However you are responsible to remember your appointment date and time.

1. **In the event you need to cancel an appointment this must be done within 24 hours, if not you are responsible for the cost of your session.**
2. Payment is due at the time services are rendered here in our office. We accept cash, personal checks and credit cards.
3. A charge of $50.00 will apply for all returned checks.

Meg Maginn L.C.S.W.

Owner & Director

Date:\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_