

# Plymouth Psych Group

## CANCELLATION POLICY

- **Missing or Cancelling Your First/Initial Appointment**  
All new patient appointments cancelled within 48 hours of the appointment will be placed on a waiting list and can only be rescheduled three months after the missed appointment. Exceptions may be taken into consideration by the provider after documented evidence is provided (e.g. hospitalization, ER visits, etc.).
- **Termination of Care**
  - Plymouth Psych Group reserves the right to terminate patients from care if:
    - i. Client patient misses two or more scheduled appointments without giving a 24-hour cancellation notice, within a 6-month period.
    - ii. Client has two or more unpaid, missed appointment fees
- **Cancelling or Rescheduling an Appointment**  
Please contact the clinic at 763-559-1640 during regular clinic hours and at least 24-hours before your scheduled appointment to either cancel or reschedule.