

FROM THE OFFICE OF:  
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**Information for the New Patient:**  
**Cancellation Policy**  
**(Updated November 16, 2022)**

The period of your life in which you are in psychotherapy will be a vital part of your history, but with busy schedules and full lives, it can be challenging to commit to the process and regularly attend sessions, especially when our work is emotionally difficult. Yet psychotherapy works through regular attendance – I may only get 45 minutes per week to confront a lifetime of conditioning – and you are likely to prolong your need for treatment if your attendance is irregular. Also, as a clinician in private practice, I depend on patients’ attendance for my income, so if we agree to meet weekly, I ask that you honor our agreement. The following cancellation policy is designed to protect our work together and to encourage you to prioritize your treatment.

**If you know you are going to miss an upcoming session, please give me as much notice as possible – at least seven days’ notice – and I will try my best to reschedule your time. If you do not give me at least seven days’ notice, I will still do my best to reschedule your time, but you will be responsible for paying for the canceled session.**

Emergencies and illnesses are another matter. If you tell me that it was not possible for you to make it to the session due to an emergency or illness, you will not be charged.

Your signature below indicates that you have read the information in this document and agree to abide by its terms during our professional relationship.

Name: \_\_\_\_\_

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

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