

## **Uplands Counseling Associates (UCA) Inclement Weather Policy**

Wisconsin's winter weather sometimes poses a risk when travelling to appointments. Therefore, UCA has developed an inclement weather policy. In the event of inclement weather, please follow the directions below:

### **IN THE MADISON OFFICE:**

- If you are worried about inclement weather more than **24-hours prior** to your appointment in our **Madison office**, please call the Madison office (608-828-3636) to reschedule your appointment.
  
- If, **on the day of your appointment**, you feel you are unable to attend due to inclement weather, please call the Madison office (608-828-3636) and leave a message on **YOUR CLINICIAN'S VOICE MAIL** indicating that you cannot keep your scheduled appointment. There is a menu listing the extension for each clinician on UCA's main voice mail message. **A late cancellation fee will not be charged for appointments missed due to inclement weather.**
  
- **If Madison schools are closed due to inclement weather, UCA's Madison business office will be closed.** However, individual clinicians may choose to see clients regardless of the weather. **Your clinician will leave a message on his/her voice mail indicating whether or not they are available for appointments that day.** Cancelled appointments will be rescheduled as soon as possible.

### **IN THE DODGEVILLE OFFICE:**

- If you are worried about inclement weather more than **24-hours prior** to your appointment in our **Dodgeville office**, please call the Dodgeville office (608-935-2838) to reschedule the appointment.
  
- If, **on the day of your appointment**, you feel you are unable to attend due to inclement weather, please call the Dodgeville office (608-935-2838) and leave a message **ON THE MAIN/RECEPTION VOICE MAIL** indicating that you cannot keep your scheduled appointment. **A late cancellation fee will not be charged for appointments missed due to inclement weather.**