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LATE CANCELLATION AND MISSED APPOINTMENT POLICY

Mental health care requires the collaborative effort of both you and your clinician. When you do not come to your scheduled appointment or cancel your appointment without the required 24 hour notice, not only do you miss an opportunity for treatment but you also deny someone else the opportunity as well. Whenever possible, a courtesy call will be made to remind you of your appointment, however, you are ultimately responsible for keeping your appointments. Consequently, late cancellations and missed appointments will be charged a \$100 fee, and payment will be expected on or before your next scheduled appointment. Insurance companies do not pay for either late cancellations or missed appointments.

THE RESPONSIBILITY IS YOURS.

I HAVE READ THE ABOVE AND AGREE TO ABIDE WITH THIS POLICY.

Patient's Signature _____

Staff or Clinician Signature _____

Date _____