NO SHOW POLICY

Because we strive to provide the best in client care, the following policy has been developed:

If you are unable to keep an appointment for any reason, please give us at least 24hours notice. Appointments are in high demand, so it is important you show up on time and call to cancel if you are unable to keep a scheduled session. Your early cancellation will give another person the possibility to have access to our therapists.

If you miss 2 scheduled appointments without canceling in advance, you will no longer be able to schedule an appointment. An appointment will be counted as “no show” if you do not call to cancel a scheduled appointment. At that time you will be placed on “Walk-In” status.

Walk-In Status Process

On “walk-in” status, you may call the office at the beginning of the day to see if your therapist is in, and ask to be seen as a “walk-in”. You may be seen if your provider has a cancellation during the day, but there is no guarantee that you will be seen that day.

I have read the policy or had it read to me. I understand it and agree to it by signing below.

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Client or Parent/Guardian Signature Date

RECURRING APPOINTMENTS

For clients who are scheduled on a recurring basis, it is your responsibility to keep track of when those appointments are coming close to an end. When you see that you only have a few appointments left, please make sure that you let Sherri know so that she can schedule more appointments for you.

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Client or Parent/Guardian Signature Date