



CARE Counseling Clinic, LLC

No Show/Late Cancellation Policy

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Cancellation Policy and “No-Shows”: As there is a high demand for our services and often a wait list, we require at least 24 hours notice if you need to cancel or reschedule your appointment.

IMPORTANT: If you “no-show” for your appointment (i.e., do not come in for your session), fail to cancel within 24 hours, or come more than 15 minutes late for the start of your session (in which case, you MAY not be seen), you will be billed a \$50.00 fee and this will be noted as a “no-show.”

- In the event you miss an appointment, it is your responsibility to reschedule with us. If you “no-show” a scheduled appointment, please contact our center to reschedule, the \$50.00 No Show Fee will apply.
- If you “no-show” for two appointments during a two month period of time, your counselor will review your case for continued eligibility. Each counselor has their own limits on this issue, but please be aware you may or may not be eligible to continue based on the review.

I have read, fully understand, and agree with the preceding description and conditions of CARE Counseling services procedures and policies. I agree to permit my counselor to discuss the nature of my problems with other clinicians and CARE Counseling clinicians. I understand this Disclosure Statement and I consent to counseling. Additionally, I consent to the following:

- If I “no-show” for my appointment, fail to cancel within 24 hours, or arrive more than 15 minutes late for an appointment, I will not be seen, need to reschedule, and understand that I will be billed \$50.00. After a missed appointment, I have one week to contact CARE Counseling. If one week passes, I understand that the center will assume I no longer need their services.
- If I “no-show” for two appointments in two months, I understand that my counselor will consider whether I am committed to continued counseling and may terminate the counseling relationship.
- It is my responsibility to notify the staff or my counselor at CARE Counseling if my contact information or billing information changes.
- I understand that if I am waiting to be assigned an appointment, two attempts to reach me will be made. I need to contact CARE Counseling within 1 week or it will be assumed I am not interested in services.
- If I am on the waiting list and expect to be out of town, I will notify CARE Counseling.
- I will notify the staff at CARE Counseling if I no longer need or want their services.
- I understand the above information, and have received my own copy of this form for my review