

ATTENTION:

**NO SHOW CANCELLATION POLICY**

Dear clients,

We are very privileged to service your mental health needs. We just want to remind you of few items. In order for us to best serve you it is very important that you keep us aware of all that’s going on with you and with your insurance. It is your responsibility to keep us informed about any and all changes to your insurance. Failure to do so will cause you to be financially liable to pay for services rendered should your insurance refuse to pay for it due to errors on your part.

Secondly, we have always had a 24 hour cancellation and no-show policy as outlined at our intake session. Our policy requires 24-hour notice for changes to your schedule to avoid a fee of $150.00. When we schedule an appointment for you, that time is reserved especially for you so please be mindful as we cannot charge your insurance for appointments you don’t keep. If we are here and prepared to serve you, we should be compensated for our time. Please communicate with us.

The Healing Institute, LLC Administration

 

Signature Date