



Family Connections Counseling Services, LLC
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Missed Appointment Policy

Dear Patient:

Our practice has seen an increasing number of patients who fail to be present for their scheduled appointment. Moreover, this disrupts our practice of policy and procedures. Due to this, we find it necessary to implement the following policy:

A \$35.00 cancellation charge will be applied to the account of any person that fails to show for his/her appointment. This charge will NOT apply if the appointment is cancelled or rescheduled at least 24 hours prior to the appointment.

If you have provided us with a working telephone number, you should receive a courtesy reminder telephone call prior to your scheduled appointment.

I have read and understand the information on appointment cancellations and associated fees above.

Print Name
(If minor - parent or guardian)

Date

Signature
(If minor - parent or guardian)

Date

Witness

Date