

## **MISSED APPOINTMENT POLICIES Inner Healing Resources**

I value your time and participation in the counseling process. I want your counseling experience to be positive and helpful in all ways. Counseling is most effective when appointments are kept consistently. Therapy sessions are scheduled in advance and are a time reserved exclusively for you. When a session is cancelled without adequate notice, I am unable to fill this slot by offering it to another current client, a client on the wait list or a client with a clinical emergency.

**As stated in your initial paper work, if you must cancel or change your appointment, I require that you contact my office at 919-271-4412 at least 24 hours in advance.** This will allow me to contact clients on my waiting list and offer them this appointment time. At some point in your counseling process you may be the beneficiary of such a fill-in appointment! **A fee of \$85.00 will be charged when you miss or cancel an appointment without giving 24 hour advanced notice.** The only exceptions to this policy are appointments missed due to contagious illness, emergency situation or extreme weather (snow, ice, hurricane).

**Because I believe that the responsibility for your care is both on you as my client, and myself as your therapist; if I accidentally double book, miss an appointment without reasonable notice, or I am more than 15 minutes late for an appointment YOU WILL RECEIVE A FREE THERAPY SESSION.**

Thank you for taking time to review my missed appointment policies. I hope making them very clear will eliminate any possible misunderstanding if they need to be applied during your counseling session.

By signing below you are indicating that you have read, understood, and agree to these conditions.

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_