

Missed Appointment
Agreement

Empowerment Counseling Center
The helping professional

We make every effort to value your time and we reserve your appointment time just for you. We ask when you reserve an appointment that you make every effort to keep that commitment. We understand that personal emergencies occasionally occur, and we always take that into consideration when receiving a last minute cancellation. The criteria for a less than 24-hour cancellation fee to be waived are limited to incidents such as a car accident, injury or death.

If you find that you cannot commit to your reserved appointment time, we ask you to provide a minimum cancellation notice of 24 hours, so we may reserve your time for another patient in need of treatment. Failure to do so results in a missed appointment fee of \$50.00. This fee must be paid **PRIOR** to rescheduling another appointment with your therapist.

If you miss more than one reserved appointment time, you will either be required to prepay for services rendered or our agency will have to discontinue your treatment. In order to provide quality care to our patients, your commitment to keeping your appointment is critical. An open appointment time is a potential loss of another patient in crisis. Please sign below to acknowledge your agreement and understanding of this policy.

Patient/Parent Signature

Witness Signature

Print Name/Date