

Christian Counseling, Inc

**DEBRA A. CIARLO, MEd., LMHC**

Licensed Mental Health Counselor

**24 Hour Cancellation & “No Show” Fee Policy**

Each time a patient misses an appointment without providing proper notice, another patient is prevented from receiving care. Therefore, Open Arms Christian Counseling reserves the right to charge a fee for all missed appointments (“no shows”) and appointments which, \*absent a compelling reason, are not cancelled with a 24-hour advance notice. Clients will be charged a cancellation fee equal to the established out of pocket rates.

PLEASE NOTE: For appointments on Mondays, we require notice by 6 PM on the Thursday prior to the appointment, to allow time to place another patient in the cancelled time slot. In this case the cancellation policy is “**one business day**”.

“No Show” fees will be billed to the patient. This fee is not covered by insurance, and must be paid prior to your next appointment. Multiple “no shows” in any 12 month period may result in termination from our practice. Thank you for your understanding and cooperation as we strive to best serve the needs of all of our patients. By signing below, you acknowledge that you have received this notice and understand this policy.

As a courtesy we try to do reminder calls but this is not an obligation. Please take the responsibility to keep record of your appointments. The responsibility of keeping the appointment is a commitment the client makes when the appointment is made. If you are ever unsure of your appointments scheduled, please call the office at 509-662-3762 or text 509-630-3048.

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Occasional forgiveness of the “no show” fee may be granted, dependent upon individual circumstances. Forgiveness of the “no show” fee may only be determined by Debra Ciarlo personally and solely at her discretion.