



Body Mind and Spirit Counseling & Wellness Center LLC

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Late Cancel or Missed Appointments Policy

Counselors spend a relatively large amount of time with their patients, and there are a limited number of appointments available during a given week. Therefore, late cancellations and missed appointments can significantly interfere with the livelihood of a practice, and greatly reduce the ability to service patients in need. For this reason, there is a requirement that appointments be canceled with at least a 24-hour notice.

1. Appointments canceled with less than a 24-hour notice will be subject to a \$50 LATE CANCEL FEE. Exceptions will be considered for significant illness or emergency.

2. Missed appointments or those canceled the day of the appointment will be subject to an \$80 MISSED APPOINTMENT FEE, with no exceptions.

By entering my signature below, I acknowledge that I understand the above stated policy of Body, Mind, and Spirit Counseling & Wellness Center, LLC, and agree to abide by it in all respects.

CLIENT NAME:*

_____ (print)

PERSON RESPONSIBLE FOR PAYMENT:*

_____ (print)

PERSON RESPONSIBLE FOR PAYMENT:*

_____ (signature)

DATE:*

_____ (MM/DD/YYYY)