

Positive Energy Solutions Corporation
2993 Piedmont Rd., N.E.
Atlanta, GA 30305
2014

Appointment Cancellation Policy

It is the policy of Positive Energy Solutions Corporation to not double book appointments. Each appointment is a block of our clinicians' time reserved exclusively for a single Client. When a Client misses an appointment or fails to provide 24 hours notice for cancellation, the Client has occupied the reserved block regardless of any service rendered. **Therefore, the Client, not the insurance company, will be charged the full session rate for any appointments missed or cancelled without 24 hours notice.**

I, _____, have read the policy stated above. I understand that I am responsible for full payment of any appointments missed or cancelled without 24 hours notice.

Client Signature: _____ Date: _____

Credit Card Authorization and Guaranty of Payment

Client Name: _____

Name on Credit Card: _____

Credit Card Number: _____

Credit Card Type: _____ CV # _____ Exp. Date _____

Zip Code: _____ Contact Number: _____

I am giving Positive Energy Solutions, Corporation permission to charge this credit card for any of the following circumstances:

- Charges for psychotherapy, as incurred, whether in person or over the phone, unless other forms of payment are given (cash, check)
- Charges for missed appointments, as incurred, at the full session rate. This is regardless of what you typically pay per session.
- Services that have not been paid by your insurance carrier within ninety (90) days of billing.

This authorization remains in effect until a cancellation notice is received in writing.

Cardholder Signature: _____ Date: _____