



Empowered With Purpose

Empowered to Win

Broken Appointment Policy

When people do not show up for their appointment or cancels too close to their scheduled time, you miss out on key elements for the services being received. This policy is our attempt to ensure that both you and our other participants receive the best care that you need.

Broken Appointments:

- Broken appointments are any time you are scheduled for an appointment, and you do not show for that appointment.
- Late cancellations are considered broken appointments. If you need to cancel your appointment, we ask that you please call us at least 24 hours before your appointment time.

Appointment Confirmation: You must confirm your appointment the business day before. Our office closes at 5:00pm. If you do not confirm at least 24 hours before the start of your appointment, we will give your appointment away to another participant. This will be considered a broken appointment.

If for any reason, a participant misses their appointment or cancels late, they will be charged for their missed appointment.

Participant/Guardian Signature

Spouse Signature

Empowered with Purpose LLC Missed Appointment Agreement

We value you as our participant and need your cooperation with keeping appointments so that we can provide your care. Missing or late canceling an appointment means you are missing out on key elements from the services being received.

Our policy requires:

- **Appointment Confirmation:** You must confirm your appointment the business day before. Our office closes at 5:00 pm. If you do confirm we will give your appointment away to another participant. This will be considered a missed appointment.

Initials

- **Timely Cancellations:** If you need to cancel or reschedule your appointment, you must give us at least 24 hours' notice. Cancellations made with less than 24 hours' notice will be considered a missed appointment.

Initials

Many participants use *Empowered with Purpose LLC* services. Your help in keeping your appointments enables us to provide better and timelier services for all our participants.

Guardian/Client Signature

Date

Spouse Signature

Date



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