

## Financial Disclosure

Anchored in Hope Trauma Therapy, LLC  
960 Broadway St. NE, Salem, OR 97301  
Phone: 971-707-9933  
Joy Paul, MA, NCC, LPC Intern  
Supervised by Gina Lisiecki, LPC

### Cancellation Policy

My goal is to provide quality mental health care in a timely manner. In order to do so I have to implement an appointment/cancellation policy. The policy enables me to better utilize available appointments for clients who are in need of mental health services.

### How To Cancel Your Appointment

If it is necessary to cancel your scheduled appointment, please call or text one working day (**24 hours**) in advance. Due to my high caseload, your early cancellation will give another person the possibility to have access to timely mental health care. To cancel an appointment, please call or text me at 971-707-9933. If you are sick, please call the morning before your appointment.

### Scheduled Appointments

I understand that delays can happen. If you are running late, please notify me through my phone number. If you are going to arrive 15 minutes past your scheduled appointment time, I may have to reschedule your appointment. The following are charges for services in the office:

There is a **\$50.00 fee** that will be incurred for late cancellations or missed appointments.

By signing below, I understand the cancellation policy for mental health appointments. I also understand and agree to pay the \$50 fee if I cancel late or miss an appointment. I understand that if I am sick, I will call the morning of my appointment to avoid the late fee.

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Client Name

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Client Signature

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Today's Date

Date revised: 10/10/2019