



NOTICE

Effective November 15, 2010 the following policy will be observed:

Clients who fail to keep two appointments in a row (“no-show”) with their therapist will not be permitted to schedule additional therapy appointments. This may also be true if there is a pattern of missed appointments that are not back-to-back.

You may come to the office and wait to see if your therapist has a cancellation or no-show, at which time you may be seen in place of the scheduled client.

After being seen twice without an appointment and you want to resume scheduling appointments you must clear this with your assigned therapist.

In a crisis situation, you are always encouraged to come immediately to the closest outpatient office to be seen (1) by your assigned therapist if they have an opening, (2) by a member of the crisis team, or (3) by the first available therapist.

Your psychiatrist or nurse practitioner may have determined that individual therapy is a required part of your treatment plan, and that keeping therapy appointments is necessary in order to continue receiving medication management services. Your prescriber will let you know if this will be required for you.

Signature

Date