

Appointment Policy

For you or your child's treatment to be effective, you must be actively involved. This includes keeping scheduled appointments.

If you are unable to keep an appointment, please call at least 24 hours in advance to re-schedule and allow for other clients an opportunity to use that time.

If a scheduled appointment is missed without 24-hour notice, please note that there will be a **\$50 no show/late cancellation fee charged**. Your payment card on file will be automatically charged the same day as the no show or late cancelled appointment.

Please be advised that evening appointments between the hours of **4:00pm and 7:00pm** are limited. If you do not cancel with at least 48-hour notice for this time frame, you will lose that appointment slot for future sessions.

Letters and documentation requested from therapist (Tracy Lambert, LPC) will require up to 14 days for completion and may be subject to a fee.

If two consecutive appointments are considered a no show/late cancellation, please note that the client may be discharged. Tracy Lambert, LPC reserves the right to discharge services with a client at any time. When discharge occurs, treatment referral options will be provided.

I am happy to answer any questions or concerns that you may have about appointments, etc. over the phone. However, I am unable to provide therapy over the phone, and calls should not last more than 10 minutes between sessions.

By signing below, you acknowledge that you have read/understood and agree to the above listed appointment/practice policies. You hereby authorize therapist (Tracy Lambert, LPC) to charge the payment/credit card on file for any no show fees/charges.

Client or Parent/Guardian (if client is a minor) Signature:

_____ Date: _____

Therapist Signature: _____ Date: _____