

Compassionate Hearts Therapy
No-Show / Cancellation Policy
Please Read Carefully

We realize that emergencies and other scheduling conflicts arise and are sometimes unavoidable, however, advance notification allows us to fulfill other client's scheduling needs and keeps our practice operating at its most efficient level. Due to our one-on-one sessions, missed appointments hinders the therapy process and may end up prolonging recovery.

1. Please provide our office with 24-hour notice to change or cancel an appointment. Clients who do not attend a scheduled appointment or do not provide 24-hour notice to change a scheduled appointment may be responsible for a \$50.00 office visit charge. This charge cannot be billed to insurance and must be paid on or before the next scheduled appointment.
2. We reserve your one-hour appointment time just for you. We do not double-book our clients so that we may provide optimum treatment outcomes for all our clients. 24-hour notice allows us to place another client in your cancelled appointment period to received needed treatment.
3. After missing two appointments without notice, you may be placed on a same day scheduling policy for your treatments, which would not allow you to schedule any appointments in advance.

Thank you for providing our office and our clients with this courtesy
Signing below indicates you understand and agree to the terms of this policy.

_____ Signature of Client
Date

_____ Signature of
Responsible Party (if applicable) Date