

Northland Counseling Services

APPOINTMENT CANCELLATION POLICY
AND
PAYMENT POLICY CONSENT

CANCELLATION POLICY

Northland Counseling Services has established a policy regarding appointment cancellations/no shows. If a person fails to keep a scheduled appointment on two occasions without calling or office to cancel, they will be put on a waiting list. The reason we are adopting this policy is because of the number of people currently on waiting lists to see our therapists. We believe that it is your responsibility to call the office and let us know if you need to cancel your appointment. We ask that you cancel your appointment twenty-four hours in advance whenever possible.

PAYMENT POLICY

The following payment policies have been developed in keeping with our desire to provide quality mental health counseling services to all individuals seeking treatment.

When receiving services at Northland Counseling Services all co-payment and required fees are due on the date that service is delivered.

If you have a deductible amount under your insurance policy that has not been met at the time of services, we will require that you pay for each counseling session on the date of service until the deductible amount has been reached.

Co-payments and fees that have not been paid at the date of services on two consecutive appointments will result in our inability to reschedule you for additional appointments until arrangements have been made with our billing office.

By my signature below, I/We acknowledge that I/WE have read and agree with the above and will abide by the policies stated.

Client Signature Date

Witness Date

Parent/Guardian Date

Witness Date