



CANCELLATION *and* No Call/No Show POLICY

Scheduled Appointments must be cancelled within twenty-four (24) hours in advance of the hour of the scheduled appointment time.

When less than twenty-four (24) hours of notice is given you will be charged a \$50.00 fee. The fee can be paid with a check, credit card or cash.

The cancellation fee is not covered or payable by your health insurance plan.

No Call/No Show (NC/NS)

If you do not call to cancel or do not show up for your scheduled appointment you will be charged a \$50.00 fee. The fee can be paid with a check, credit card or cash.

When two (2) consecutive appointments are cancelled or one (1) NC/NS occurs you will be removed from the schedule and must call the office to reschedule.

This will not apply if your counselor is informed in advance that you will not be available to attend the appointments scheduled due to vacation or other commitments.

Thank you for your cooperation.

I have read and understand The Payment Policy of The Community Counseling Center of Moorestown VNA contained herein and acknowledge the same by my signature below.

Client/Responsible Party (Print Name)

Signature of Client or Responsible Party

Date

Cancellation Policy Form revised May 1, 2018

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