



Cancellation and No Show Policy

Effective 01/01/2019

At Lotus Hope Counseling, LLC, we understand life happens which causes times when you are unable to attend appointments weather it is work or family. However, when you do not call to cancel, you may be preventing another client the ability to attend treatment.

Therefore, there will be a \$60 cancellation fee charged to all clients who have not cancelled with our office at least 24 hours prior to their scheduled appointment or are a no show to their scheduled appointments. It is important to be aware that your insurance will not cover this this fee.

You may submit a doctor's excuse within one (1) week of missed session to avoid this fee.

The \$60 cancellation fee must be paid before your next session will be rescheduled. This can be paid with cash, check or credit card.

Person Responsible for payment of Account: _____
(Print)

Person Responsible for payment of Account: _____
(Signature)

Date: _____

Counselor: _____ Date: _____

I was offered a copy of this policy and I ☐ accepted it ☐ declined it. Initial here: _____