



Grow Yourself Great Counseling and Consulting, PLLC



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Charlotte, North Carolina 28269

Consumer's Name:	Date of Birth:	Record #:
Legal Guardian:	Insurance:	Policy #:

CANCELLATION, NO SHOW AND LATE ARRIVAL POLICY

Grow Yourself Great Counseling and Consulting, PLLC would like to make sure that you access high-quality treatment services when you need it. To ensure we provide everyone with quality services, please be aware of the following appointment policy:

Scheduled Appointments: If you cannot make your scheduled appointment, you must call us at least 24 hours in advance to let us know. This allows us enough time to offer your appointment to another client. Failure to provide at least 24 hours' notice counts as a missed appointment. If 24-hour notice is not received, a fee of \$25.00 will be charged to your account (excludes Medicaid and Health Choice Insurances). This fee is not covered by insurance and is therefore the sole responsibility of the Client.

Missed Appointments: Missed appointments will be documented in your record with us. If you miss more than four scheduled appointments you will be informed that Grow Yourself Great Counseling and Consulting, PLLC will be unable to provide additional services and you will be discharged from the practice.

Late Arrivals: If you arrive more than 15 minutes late for your scheduled appointment you will be given one of the following options:

- You may reschedule the appointment or
- Wait for an available same-day opening in the schedule

Appointment Reminders: Please note that appointment reminders are provided as a courtesy of GYG. In the event that you do not receive a reminder, making your scheduled appointments remains your responsibility. We encourage you not to rely on GYG reminders as your only means of remembering your appointments.

I understand and agree to abide by this cancellation, No Show, and Late Arrival Policy.

Client Name (Print)

Client Name (Signature)

Date

If the consumer has a legal guardian:

Parent/Legal Guardian (Print)

Parent/Legal Guardian (Signature)

Date