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CANCELLATION AND NO-SHOW POLICY

Effective November 1, 2014

As your clinician, I strive to maintain reasonable availability for all of my clients. Cancellation/No-shows are a serious matter because it can make the difference between whether you succeed in your treatment and whether I can provide quality services to you or someone else. Showing up as scheduled is one of your most important responsibilities. Please cooperate with me in this regard and I will be sure to reciprocate. I look forward to working with you!

- In the event of a cancellation, I require a phone call **prior** to your scheduled visit time. When you call, have an alternative time in mind to assure continuity of service. Although I prefer a 24-hour notice of cancellation however, I understand that sometimes this may not be possible.
- There is a \$50 charge for a cancellation without proper notice or for not showing up for a session. If you do not call to cancel /reschedule your appointment, you will incur the charge described above. This charge will not be covered by your insurance company and will have to be paid by you personally before you can schedule another appointment. Additionally, you will be referred to my online payment system where a deposit fee for additional appointments will be required. This can be accessed from my webpage at <http://www.anissa-howard.com> by clicking on the “Pay for Services” link located on the right side of the *Services* page.
- There is a \$100 charge for a third cancellation policy violation. Individuals who fail to adhere to the policy herein will not be allowed to schedule an appointment for 1 year and will be subsequently referred elsewhere for continuity in care.

Your signature below acknowledges that you understand the cancellation and no-show policy as described above

Client Signature

Date