



Missed Appointment Policy

In order to be respectful to the needs of other clients, please be courteous and contact Stacey C. Stevens, MS, LMHC promptly if you are unable to attend an appointment. This appointment time will be reallocated to someone who is need. If it is necessary to cancel your scheduled appointment, it is required that you call at least 24 hours in advance, and calling early in the day is appreciated. Appointments are in high demand, and your early cancellation will give another person the possibility to have an immediate appointment.

You may cancel your appointment by calling 598-0063 and leaving a message. If you would like to reschedule your appointment, please be sure to leave a message indicating the best time to return your call. Late cancellations will be considered as a missed appointment.

A missed appointment is when someone misses an appointment without canceling it in a timely manner. A failure to present at the time of a scheduled appointment will be recorded as a "missed appointment". The first time there is a "missed appointment", there will be no charge to the patient. Any additional "missed appointments" will result in a fee billed to the Client's account. As per the **Consumer Fee Agreement**, signed upon intake.

This fee may also be waived if extenuating/emergency circumstances are evident. If this is the case, please discuss with your counselor to work out an agreement. Persistent poor attendance may result in a missed appointment fee increase to the full amount of the session or the Client's record may be closed.

Please note that the party who has signed the Consumer Fee Agreement is responsible for all fees incurred while receiving services from Stacey C. Stevens, MS, LMHC.

Thank you for consideration in this matter.

Stacey C. Stevens, MS, LMHC