

# Dallas Family Counseling Center

To reserve a one-hour time slot with your assigned therapist we are requiring all patients to agree with the following policy.

## Late Cancellation / No Show Policy

Failure to provide twenty-four (24) hours notice of cancellation for any reason will result in a charge of \$55.00 – not just a co-payment. You may leave messages 24 hours per day. Insurance companies generally do not reimburse for failed appointments. After two (2) consecutive cancellations or missed appointments your therapist may refer you to another therapist.

I have been made aware and agree to comply with this policy and have been given opportunity to ask questions.

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Signature of Patient

Date

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Signature of Responsible Party

Date