



Enlightening Hope Counseling, LLC

13380 Route 30 Suite 5D

North Huntingdon, PA 15642

Phone: 724-689-6714

Late Cancel and No Show Policy

Definitions: Enlightening Hope Counseling, LLC also referred to as "EHC" in this document

Please remember to cancel or reschedule 24 hours in advance. If you no show your appointment or cancel with less than 24 hours notice, you will be charged the full cost of your session, not to exceed the contracted rate of your insurance or private pay agreement. These charges and fees can not be charged to the insurance company.

Payment is due prior to scheduling the next appointment. EHC/Therapist has the right to waive or reduce the fee on a case by case basis.

This is necessary because a time commitment is made to you and is held exclusively for you.

If you are late for a session, you may lose some of that session time. I will end the session at the scheduled time in order to avoid disruption of services to others. I will adjust your billing accordingly to reflect the time spent in session. If you are more than 10 minutes late to your session without prior communication, you may be required to cancel or reschedule. Late Cancellation and No Show Policy will apply if you arrive more than 10 minutes late to session and need to cancel or reschedule.

REOCCURING OR STANDING APPOINTMENTS:

If you late cancel or no show 3 consecutive sessions and have a standing appointment, your standing appointment will be removed from the system.

BY SIGNING BELOW I AM AGREEING THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ITEMS CONTAINED IN THIS DOCUMENT.