

Clark Counseling & Consulting, Inc

www.clarkcounselingandconsulting.com ♦ Phone: 404-550-0564 ♦ Fax: 678-344-2956 ♦ aletha@clarkcounselingandconsulting.com

Financial Agreement & Cancellation Policy

Sessions are to be paid in full before the beginning of each session. We accept cash, check, or credit cards. There will be a \$25.00 service charge in addition to the original amount of the check on all returned checks to be paid prior to your next appointment.

Regular attendance to therapy is vitally important to ensure progress with the concerns and issues that have been presented. Please make every effort to keep appointments and be on time. **If you need to cancel an appointment, please call 404-550-0564 at least 24 hours prior to the time of your appointment.**

If you do not cancel more than 24 hours ahead or you no-show for an appointment, then you will be charged a **\$50 missed appointment / late cancellation fee** since insurance will not reimburse for missed appointments. If a credit card is on file, please note, your credit card will be charged immediately for a missed appointment or an appointment canceled less than 24 hours.

For EAP clients, since EAP programs do not allow us to charge for missed / late canceled appointments, any late canceled or missed appointments will result in discharge from services.

Therapeutically, late-cancel fees keep clients accountable to their own self-care commitments, of which therapy is a part. It also keeps a reasonable level of availability for clients to access the therapy that they need. Late-cancels and no-shows take valuable time away from other clients because they cannot be scheduled for that hour.

Signature of client (or person acting for client)

Date

Printed name

Therapist: Aletha Clark, LPC, CPCS, MAC, CACII

Date