



Attendance Policy Agreement

LITTLE BIRD PSYCHOTHERAPY, P.S., INC

Client Reminder

If you are unable to attend an appointment, I request that you provide at least 24 hours advanced notice to my office.

An individual therapy hour consists of a 53 minute session and 7 minutes for documentation and other administrative tasks. Once an appointment is scheduled, you will be expected to pay my standard fee of \$160 unless you provide 24 hours advance notice since I am unable to use this time for another client. (Monday appointments must be canceled or rescheduled before 4 p.m. the Friday prior.) Please note that you will be billed for the entire cost of your scheduled appointment if it is not timely cancelled, unless we both agree that you were unable to attend due to circumstances beyond your control. Your insurance company will not pay anything for a missed appointment or late cancellation. That fee will be payable by you at the time of the next session.

Clients who miss 3 appointments will possibly face termination and referral to outside resources. Should you fail to schedule an appointment for three consecutive weeks, unless other plans have been made in advance, for legal and ethical reasons, LBP will consider the professional relationship discontinued.

If for any reason I feel threatened or unsafe during the professional relationship, I reserve the right to terminate the counseling relationship immediately.

You may speak directly with me if you have any attendance related questions. Please sign below to indicate you have read, understand and agree to the attendance policy above.

Client (or representative) signature: _____ Date: _____

Relationship to client: _____