



*Odyssey Counseling*  
Let us help you put your life back together



## MISSED APPOINTMENT POLICY

Our mission is to serve clients in the most professional and efficient manner. We do not schedule clients for your appointment time; therefore, if you are not here the therapist is not able to see other clients.

We ask that you make every attempt to be present for scheduled appointments. Our professional staff is here prepared to see you. We ask that you be here to see them on time, as scheduled.

We will attempt to call you in advance to remind you of your appointments. We also understand that situations arise that you are not able to keep your scheduled appointment. We ask that you notify us at least 24 hours in advance if you need to cancel an appointment. This will allow us to schedule another client in need of our services.

If you do not call in at least 24 hours in advance of your scheduled appointment, we will consider this a missed appointment. If you have more than one missed appointments during the course of treatment, You will be charged a \$50 missed appointment fee and if this becomes frequent (more than twice) we may not be able to continue to provide services to you.

Thank you very much for your consideration.

I, the undersigned, have read the above policy and understand my obligations.

---

(Print Name)

---

(Signature)

---

(Date)