

a t h e n s
counseling
c e n t e r

160 Tracy Street, Suite 2 • Athens, Georgia 30601 • 706-223-0323 • AthensCounselingCenter.com

Cancellation Policy

Because we set aside your appointment time exclusively for you, we ask that you please give a minimum of 24 hours notice if you need to cancel or change your appointment. This allows your therapist to offer that time to someone else. There will be a full session charge (not your co-pay) for missed appointments or late cancellations. Please consult your therapist's fee schedule for the exact amount of the fee. Please note that insurance does not pay for missed appointments nor do these charges apply to your deductible. Because of this, if your therapist is not able to fill that appointment spot, they do not get reimbursed for the time that they set aside for you.

Emergencies will be considered, and in those instances we ask that you notify us of these as soon as possible to allow us an opportunity to offer your appointment to someone else.

Please check with your therapist regarding their policy about how to best contact them to make changes to your appointment time.

Please sign here to indicate that you have read and understand this policy.

Signature: _____ Date: _____