

No Show/Payment Policy

In order to maximize the amount of well-coordinated, effective, and efficient treatment services, Southwestern Mental Health Center's physicians and staff will adhere to the following no show policy:

1. To ensure your appointment is not considered a "no show", please call our office prior to your scheduled appointment to cancel.
2. Individuals who fail to cancel or show for their appointments or who have a pattern of missing appointments may be placed on Southwestern Mental Health Center's client waitlist for services.
3. Individuals placed on the Southwestern Mental Health Center waitlist will need to call the office to initiate and coordinate availability of services.
4. Individuals are expected to provide copays and/or payment for services at the time of the service. Clients with a balance of over \$100 may not be scheduled for future sessions until payment is received or arrangements are made for a payment plan.
5. Individuals who have unpaid balances in collections will not be scheduled for ongoing services until payment is made and/or arrangements are made with the Southwestern Mental Health Center Billing Department.

I have read this document and understand the risk of not attending appointments at Southwestern Mental Health Center. I hereby consent to the listed conditions.

Patient/Legal Representative signature

Relationship

Date

Witness

Date