

# COUNSELING PROFESSIONAL DISCLOSURE STATEMENT | JEFF SIMMS, MA, LPC, NCC

Licensed Professional Counselor & Board Certified Counselor

[www.morethanokcounseling.com](http://www.morethanokcounseling.com) | [jeffsimmslpc@gmail.com](mailto:jeffsimmslpc@gmail.com) | (248) 941-2318

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## Late Cancellation & No Show Policy (updated March 4, 2019)

This policy has been established in effort to provide quality, timely, and appropriate mental health services to all clients. Consistent attendance provides the greatest opportunity for success with your mental health treatment. Providing timely notice to your therapist will allow others who are waiting for an appointment to be scheduled. When appointments are cancelled with less than 24 hours notice, the therapist is not able to offer that appointment time to other clients.

**Clients are required** to contact the therapist with at least 24 hour notice prior to scheduled appointment if unable to attend. Failure to provide at least 24 hours notice of cancellation or a no show to an appointment will result in a **\$50 late cancellation or no show fee that is due at the start of the next appointment.** Emergencies and illness may arise making 24 hour notice not always possible. This will be taken into consideration by the therapist. Please provide the exact amount requested in cash as no change is available.

First occurrence of a late cancellation or no show to appointment, the therapist will email and remind the client of the importance of following through with regular appointments and of the late cancellation and no show policy. If two late cancellations or two no shows occur all future appointments will be cancelled and you may be terminated from counseling.

I have read, understood, and will adhere to the **Late Cancellation & No Show Policy** described above.

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Client name **PRINTED**

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Client signature

Date