

Next Chapter Counseling, LLC  
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January 20, 2016

Reminder to all clients:

Like most medical practices and our fellow counseling agencies Next Chapter Counseling has a policy regarding late cancellation. All new patients sign the present policy, which states:

*"A minimum 24-hour notice is required to change or cancel an appointment. Appointments scheduled for Mondays must be cancelled by 5pm on the Friday before. If you do not cancel within that allotted time, or you miss your appointment, you will be charged \$120 for an initial intake appointment and \$95 for subsequent appointments. **Payment must be received prior to scheduling another appointment.**"*

Up until now the policy has been rather leniently enforced, but beginning February 1, 2016, the policy will be strictly enforced. I apologize for any inconvenience to you, but adhering to this policy will allow me to better schedule my time and better serve my patients. I appreciate your understanding and thank you for trusting me with your counseling needs.

Deborah S. Wood, LPC, RN, NCC

\_\_\_\_\_ ***By signing below I acknowledge that I understand that there are no exceptions for any reason to the policy outlined above.***

Received by: \_\_\_\_\_

Date: \_\_\_\_\_