



## Trauma Informed Therapies Attendance Policy Agreement

**Client name (printed):** \_\_\_\_\_ **Date of birth:** \_\_\_\_\_

### Attendance Policy

It is important that clients at Trauma Informed Therapies (TIT) keep their scheduled appointments to receive the care they need.

**If you must cancel or reschedule an appointment, you must do so at least 24 hours in advance of the appointment.** (Monday appointments must be canceled or rescheduled before 4 p.m. the Friday prior.) 'Late cancels' and 'no shows' are failed appointments. If a clinician determines that a client is intoxicated or similarly impaired and unable to fully participate in their scheduled appointment, the session will be ended and defined as a failed appointment.

If you arrive late to an appointment, your provider will determine if time allows the appointment to be kept or if it will be canceled and rescheduled. A failed appointment fee will be assessed if the provider determines the appointment will be canceled. Unless otherwise arranged, all sessions begin at the scheduled time and last 40 or 53 minutes. If you arrive late, you and your clinician will meet until 40 or 53 minutes after your scheduled session time.

You will be billed for failed appointments unless your insurance company (or third-party payer) does not allow it. Failed appointments are billed to your account as follows:

- Individual Therapy: \$75 (unless otherwise arranged)
- Family Therapy: \$75 (unless otherwise arranged)
- Couples Therapy: \$75 (unless otherwise arranged)

Clients who fail 3 appointments will possibly face termination and referral to outside resources.

Should you fail to schedule an appointment for three consecutive weeks -unless other arrangements have been made in advance- for legal and ethical reasons, TIT will consider the professional relationship discontinued.

If for any reason a clinician feels threatened or unsafe during the professional relationship, they reserve the right to terminate the counseling relationship immediately.

**Please consult with your individual clinician for clarification of their current attendance policies.**

Contact TIT's front office at 509-842-0067 extension 1 or speak directly with your clinician with any attendance-related questions. Please sign below to indicate you have read, understand, and agree to the attendance policy above.

**Client or representative signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Relationship to client:** \_\_\_\_\_