

SHELIA D. DUNCAN, LCSW-C

LATE CANCELLATION AND MISSED APPOINTMENT POLICY

In order to give you and all of our patients the best possible care, we request that you review our policy regarding missed appointments.

A missed appointment is when you fail to show up for an allotted appointment time, without a phone call or cancellation notice of at least 48-hours.

A late cancellation is when you canceled your appointment in less than 48 hours. If you reschedule and attend an appointment in the same week, the late cancellation fee will be waived.

Please remember that we have ****reserved appointment**** times especially for you. Therefore, we request at least ****a 48 hour notice ****in order to reschedule your appointment. This will enable us to offer your canceled time to another patient.