

KITSAP COUNSELING SERVICES, LLC
Diane Sabo, MA, LMHC
(Washington # LH 60652618)
Practice phone 360-551-9373
17791 Fjord Street NE, Poulsbo WA, 98370

Missed appointment late cancellation policy

Life is complicated and people get sick, for this reason I allow all my clients a free pass for one missed or late cancelled appointment (less than 24 hours notice). If you miss a second appointment or fail to give the required 24 hours notice, you will be charged a \$50 dollar fee for the unfilled time. Some exceptions will be made for a second missed appointment on a case-by-case basis, if you give at least 6 hours notice. More than three missed appointments or late cancelled appointments may result in a termination of therapy services.

Initial _____

Billing

If you would like to keep a card on file (optional)

Credit/Debit Card Authorization Form

I authorize Kitsap Counseling Services/Diane Sabo to bill my credit or debit card for services rendered or late cancelled appointments.

Signature: _____ Date: _____

Name on the Card: _____

Card Number: _____ Expiration Date: _____

CVV (three-digit code on the back): _____ Zip Code: _____