

NEW INSIGHT CONSULTING AND COUNSELING ASSOCIATES, LLC
ALAN AYMAMI, LMSW, LCSW
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602-492-6507
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NEWINSIGHTNOW.COM

APPOINTMENT CANCELLATION POLICY

I am committed to providing you with exceptional care. When you make an appointment with me you are asking me to reserve time on my schedule for your care. In exchange, you are agreeing to pay my fee for the reserved time. When you cancel without adequate notice, it interferes with the functioning of my practice in that I cannot effectively offer the time to another client, and you may prevent another client from being seen.

Please call me at 602-492-6507 by 2:00 p.m. on the *business day* prior to your scheduled appointment to notify me of any changes or cancellations. To cancel a Monday appointment, please call me by 2:00 p.m. on Friday. If prior notification is not given, you will be charged the full amount of the appointment time which you reserved.

Please sign below to consent to these terms.

Client Signature (Client's Parent/Guardian if under 18)

Printed name

Signature

Date

If the collateral person is a minor or otherwise requires authorization by another

Printed name of responsible party

Legal relationship to collateral person

Signature of responsible party

Date