

CRT COUNSELING
CANCELLATION POLICY
10405 E. Northwest Highway #224

When you set an appointment with a therapist, that time is reserved just for you. If you are unable to attend your appointment, CRT requires clients to provide 24-hour notice. The notice offers the therapist time to give the appointment to another client. The cost for a missed appointment is \$50.00. Insurance cannot be billed for missed appointments and you are fully responsible for this charge.

I understand the cancellation policy and agree to give 24-hour notice for any cancellations. I further give CRT Counseling authorization to bill my credit card \$50.00 for any appointments that I miss, or that I fail to cancel according to CRT policy.

By signing below, you authorize CRT Counseling to release any relevant clinical information to the insurance carrier.

Name _____

Signature _____

Date _____

Name of Physician/Psychiatrist _____

Credit Card (Circle One)

VISA MASTERCARD AMEX DISCOVER

Address _____

Card Number _____

Expiration date _____

Zip Code _____

This is being sent to you as a courtesy, to inform you that the above named patient is participating in outpatient psychotherapy for _____

If you would like to discuss this further, please feel free to contact me.

Sincerely,