



SERENITY
COUNSELING
SERVICES

In Office Policies

Identification - For the protection of my clients, and to reduce medical identity theft, all clients are required to present a valid insurance ID card and/or driver's license at the time of service. If a driver's license is unavailable, a valid photo ID must be presented.

Missed Appointments - There will be a **\$25.00** fee for any missed appointments unless the appointment was canceled or rescheduled at least 24 hours in advance. It is still considered a no show, even if you do not receive a courtesy reminder. If you incur this \$25.00 fee, I cannot comply with requests for record transfers, copies of records, or any other requests until this fee has been paid. If you receive three (3) no shows, you are subject to being discharged. Any balance must be paid prior to receiving any services.

Late Appointments - If a client is 15 minutes late for an appointment, the client must reschedule.

Disability - There is a **\$35.00** charge for the completion of each set of disability paperwork. This fee must be paid in advance and may take up to 7-10 business days to be completed.

Messages - Messages will be returned in the order of which they are received, however if it is an emergency, please call 911.

X _____
Name of Client (Please Print)

Date

X _____
Signature of Client (or Parent/Legal Guardian)

Date

X _____
Name of Parent/Legal Guardian (Please Print)

Date