



Old Towne Counseling Services, LLC

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www.otcounseling.com

Thank you for trusting your care to Old Towne Counseling Services.

Once your appointment is scheduled, our Psychiatry staff sets aside the appropriate amount of time to provide you with the highest quality care. Should you need to cancel or reschedule an appointment please contact our office no later than 24 hours prior to your scheduled appointment. This gives us time to schedule other clients who may be waiting for an appointment. Please see our **Appointment Cancellation/No Show Policy** in the Informed Consent.

An appointment that is not cancelled with 24 hours' notice, will be charged \$100.00 prior to being able to schedule the next appointment.

There are no exceptions to this policy.

Your signature states that you are aware of the above policy: _____