

ATTENDANCE POLICIES

FOLLOW UP APPOINTMENTS In order to achieve any further appointments, we must have VOICE OR TEXTED CONFIRMATION ON THE DAY PRIOR TO YOUR APPOINTMENT of your intent to report for you appointment. No confirmation may jeopardize your appointment time(s). "No shows" and excessive cancellations may result in removing you from our calendar, leaving it to you to call the office to re-instate future appointments.

COMMUNITY RESOURCES Enlisting natural and community resources are very important in the type of counseling offered here. You may visit our web site where there are 23 sources for your review; in addition, we are very happy to refer you to appropriate providers.

NO-SHOW AND CANCELLATION POLICY

1. **CANCELLATION:** You must call twenty-four (24) hours in advance of scheduled appointment time to cancel an appointment, with the exception of true emergencies.
2. **NO-SHOW:** If you do not cancel and you also do not show up for an appointment then you are still responsible for the payment unless such collection is prohibited by Maine Laws and Rules.