



**Client Agreement to Attendance Policy**

INcompass Healthcare is committed to providing you with excellent care, but this is impossible if you don't keep your appointments with your INcompass Healthcare provider. No shows and late cancellations take time that could be used to help other patients.

We will try our best to schedule your visits when it is easy for you to attend. Keeping your appointments is important to your progress. If you cannot keep your appointment, contact us to cancel/reschedule as soon as possible.

INcompass Healthcare Cancellation and No-Show Policy:

1. If you cannot keep an appointment, you should call the office at least 24 hours before the scheduled appointment or it is considered a late cancellation.
2. Please note that if you miss your scheduled intake/first-time appointment for any reason we will require that any future intakes be scheduled for same day.
3. Your services may be re-evaluated and/or closed when you miss 2 appointments within 60 days or two consecutive appointments for medication.
4. If your services are closed, you may request services again after 6 months.

These guidelines apply to all services, including medications, provided by INcompass Healthcare. If you have questions, please discuss them with your treatment provider.

NOTE: Emergencies arise from time to time and a late cancellation cannot be avoided. The INcompass Healthcare management team will review emergency situations on a case-by-case basis.

I have read and understand the INcompass Healthcare cancellation and no-show policy:

Client/Guardian Name (PRINT) \_\_\_\_\_

Client/Guardian Name (SIGN) \_\_\_\_\_

Date \_\_\_\_\_

**For emergencies, call the 24-hour crisis line for immediate attention: 1-812-537-1302; Toll Free – 1-877-849-1248.**

Client : \_\_\_\_\_ Number: \_\_\_\_\_