**Janell W, Harvey LPC,**

**Islands Counseling 805 Holcomb Boulevard Ocean Springs, MS 39564**

**Appointment: 228 324-5767 Counselor: 228 326-2023**

**jharvey@islandscounseling.com www.islandscounseling.com**

**CANCELATION POLICY**

Islands Counseling enforces a cancellation/ no show policy as stated in the Declarations of Practices and Procedures which everyone signed when they filled out the initial paperwork. It states:

Any no show or cancellation with less than twenty-four hour notice will incur the full charge for the scheduled session. NOTE: insurance companies will not reimburse for missed sessions; therefore, you will incur the full responsibility of **$80.00** for the missed sessions.

Each time someone chooses not to show up or cancels at the last minute, it leaves a block of time which could have been utilized by someone else. My schedule has become full and late cancellation makes scheduling difficult for others.

If someone has a standing appointment, it must be cancelled 24 hours in advance just as any other appointment is or it will be charged the same fee.

Thank you for your understanding and cooperation,

Janell W. Harvey, LPC