



BEHAVIORAL HEALTH SPECIALISTS OF CGH

BEHAVIORAL HEALTH APPOINTMENTS CANCELLATION AND NO-SHOW POLICY

We understand that there are times when you must miss an appointment due to emergencies or obligations for work or family. However, when you do not call to cancel an appointment, you may be preventing another patient from getting much-needed treatment. Conversely, the situation may arise where another patient fails to cancel with timely notice and we are unable to schedule you for a visit due to a seemingly "full" appointment book.

In an effort to prevent these adverse events from occurring, we require cancellations to be made 24 hours before your scheduled office appointment. If an office appointment is not canceled at least 24 hours in advance, you will be charged a \$150 fee. We will ask for your credit card information at the time of making your appointment and securely store that in your electronic medical record. Signing this form will be an acknowledgment that you will be responsible to pay said fees prior to scheduling any future appointments. This fee will be your responsibility and will not be covered by insurance. To cancel or reschedule an appointment, please call our office at **224.407.4400** or you may also email info@compjihealth.com.

Patient name (First and Last): _____ Date: _____

Patient Signature: _____ Date: _____

