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No Show/Cancellation Policy

Please Read Carefully

I realize that emergencies and other scheduling conflicts arise and are sometimes unavoidable. However, I believe your therapy works best when you attend regular sessions. Additionally, I have limited scheduling availability and no-shows or short-term cancellations impact my ability to see other clients. Therefore I have implemented the following no-show policy.

1. I require a 24-hour notice to change or cancel an appointment.
2. I will send a text reminder at least 24 hours in advance of our next appointment.
3. If you do not attend a scheduled appointment or do not provide 24-hour notice to change a scheduled appointment you will be responsible for the full session fee of \$150. This will be charged to the credit card I keep on file.
4. I will attempt to contact you about a missed appointment. If I do not hear from you, I will assume that you wish to cancel all future sessions. You will not have an appointment with me until I hear from you.

In addition to calling or texting me, you are invited to manage your upcoming appointments through the Clientportal at: <https://elliottcounselingservice.mytherabook.com/home/login>

Liz Elliott

Client signature: _____