

Therapist copy - Sign and give to Therapist

VA REFERRAL ATTENDANCE POLICY

We value both our client's and therapist's time, and without proper notice, we cannot reallocate the appointment time to another client.

*Please provide **more than 1 business day's** notice to reschedule or cancel your appointment.*

Example: If you have a Thursday appointment, we must be notified by Tuesday.

Call / Text 252-631-8150

Messages left/sent after business hours are not received until the following business day.

Business Hours: Tuesday - Saturday 8 A.M. - 5 P.M.

If you do not attend a scheduled appointment and do not call more than 1 business day before your appointment to cancel, this counts as a no-show or late cancellation.

After 3 (THREE) no-shows/late cancellations you may be dismissed from the practice. Please give as much notice as possible when you need to cancel or reschedule to avoid this.

By signing below, I am agreeing that I understand this policy and authorize Valor Horses for Heroes to count my absence if I no-show or cancel an appointment without more than one business day's notice. I understand that after Three no-shows/late cancellations, I may be dismissed from the practice.

Client Signature

Date

CLIENT COPY, please keep this for your records

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By signing the therapist copy, I have agreed that I understand this policy and authorize Valor Horses for Heroes to count my absence if I no-show or cancel an appointment without more than one business day's notice. I understand that after Three no-shows/late cancellations, I may be dismissed from the practice.