
Appointment Policy

When completing counseling services, continuity is vital to success. Frequent cancellations or failing to schedule appointments can lead to delays between therapy sessions that may impede progress. As a mental health service provider, I try to assist in finding suitable times for us to meet for sessions. Our success is a joint effort; therefore, your cooperation in keeping appointments is critical to your success. I would like to outline for you the attendance policy for **Susan Malewicz, LCSW**.

1. To schedule appointments, please call **(631) 838-1648**.
2. I require a minimum of 24 hours notice for changes or cancellations of appointments. If you do not cancel with a minimum of 24 hours, you are responsible for fees accrued.
3. Please contact me as soon as you are aware you need to cancel. (This is also within the minimum of 24 hours.)
4. If you are late for an appointment, the appointment will still end at the scheduled time.
5. If you cancel or do not show up for two consecutive appointments, you will receive notice that your session time may be made available to other patients. In this case, call me to schedule a time that is suitable for you.

I look forward to working with you.

Susan Malewicz, LCSW

Date

Client Name (Please Print)

Client Signature

Date