



iMind Mental Health and Wellness
Appointment Cancellation and No-Show Policy

Thank you for trusting iMind Mental Health and Wellness to provide services for your mental health needs. When you schedule an appointment, we set aside enough time to provide you with the highest quality care. Should you need to cancel or reschedule an appointment, please contact our office 24 hours prior to your appointment.

New Patients

Any new patient who fails to show for their initial visit will be charged a \$100.00 No Show Fee.

Established Patients

Effective February 1st, 2018 any established patient who fails to cancel their appointment 24 hours prior to their visit will be charged a \$25.00 No Show fee.

Established patients who fail to cancel their appointment 24 hours prior to their visit for a second time will be charged a \$50.00 No Show fee.

Established patients who fail to cancel their appointment 24 hours prior to their visit for a third time will be charged a \$75.00 No Show Fee. Each subsequent No Show will be \$75.00.

No Show fees must be paid PRIOR to scheduling a follow up appointment.

Any patient who fails to cancel their appointment 24 hours prior to their visit for a third time will be discharged from iMind Mental Health and Wellness.

We understand there may be times when an unforeseen emergency may occur, and you may not be able to keep your scheduled appointment. If you experience extenuating circumstances, please contact our Office Manager at 731-300-0810.

iMind Mental Health and Wellness, LLC

I have read and understand the Mental Health Appointment Cancellation/No Show policy and agree to its terms.

Signature of Patient/Legal Guardian

Date

Printed Name

Date