

Positive Outcomes Psychological Services, P. C.
Harvey L. Gayer, Ph.D., GCSP, Director
Licensed Psychologist (GA 2137)
Nationally and State Certified School Psychologist
485 Huntington Rd., Suite 201, Athens, GA 30606
Office 706-546-8440 Fax 706-546-8456

ATTENDANCE POLICY

We value all of our clients and are committed to providing individual and focused attention on their current situation. Therefore, we schedule appointments to allow for the maximum clinical attention and do not double-book client appointments. Due to a large number of individuals seeking assistance and limited time slots, it is important that clients keep all appointments.

Once an appointment is scheduled, you will be expected to provide a minimum of **24 hours** advance notice of cancellation. There is a \$50 fee for each violation of this policy. In addition, your second violation of this policy will result in the remainder of your appointments being cancelled. You will be allowed to reschedule; however, you will not be provided with standing appointments and will need to schedule appointments after every visit.

If you do not keep any appointments scheduled within a 45-day period, treatment will be terminated and your therapeutic relationship with Dr. Gayer will be ended.

The above policy was developed to help us provide the highest level of service and scheduling flexibility to our clients.

I have read and understand the above policy.

Signature of Client or Responsible Party

Date