Olimene Counseling Services, Inc.

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Bolingbrook, IL 60440 Fax: 1-(630)-863-7293 [www.olimenecounseling.com](http://www.olimenecounseling.com)

Office Policy for Late Cancellations and

No-Show Appointments

Patients who do not show up for their appointments affect other clients who may have an urgent need to be seen. As a result, we request that you give your therapist a 24-hour notice for all cancellations, so that others may be accommodated. **Please either call your therapist’s phone extension and leave a message, or send them an email.**

**Failure to provide 24-hour notice for cancellation of an appointment to your therapist will result in a $100 charge.**

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Patient’s Name

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Date of Birth

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Signature of Patient or Responsible Party (if Patient is a minor)

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Date