



Clear Speech & Language

www.ClearSpeech.org | Direct: (949) 233-2181 / (909) 367-6747 ¡Se Habla Español!

APPOINTMENT CANCELLATION POLICY

In order to be considerate and cognizant of other clients and families, Clear Speech and Language requires a minimum of 24 hours notice for cancellation of all appointments. For all appointments cancelled with less than 24 hours notice, or for all missed appointments, your credit card on file will be charged half the amount of your appointment fee. This fee cannot be billed to your private insurance and is the responsibility of the client, parent, or guardian. Exceptions to this cancellation policy will be made in the cases of weather advisories, emergencies, or illnesses with a present fever within the incubation period and/or before prescription of required antibiotic medication. Therapy services will be terminated after three cancelled and/or missed appointments.

Client Name: _____

DOB: _____ / _____ / _____

I hereby acknowledge that I have received and been given an opportunity to read a copy of the Appointment Cancellation Policy of Clear Speech and Language. I understand that any questions regarding the Notice or my rights may be directed to Heather Elam at (949) 233-2181.

Print Name

Signature

Date

Adult/Guardian Signature

Date

Adult/Guardian Relationship to Child

For Office Use Only:

- Refusal of acknowledgment receipt
- Copy given to client
- Signed version filed in chart

Vanessa Cisneros M.S., CCC-SLP
Heather Elam B.A., SLPA

Date