

Name of Client _____ Case Number _____

ATTENDANCE POLICY
Gulf Coast Mental Health Center

NO-SHOWS:

When you do not keep your appointment and have not cancelled it, it is considered a “NO-SHOW”. After two (2) consecutive no-shows, if no further contact is made by you, your case will be closed.

CANCELLATIONS:

You should cancel appointments you know you cannot attend. You may phone after office hours and leave a message on the answering machine. Canceling several times in a row may result in the closing of your case.

MEDICATION:

If you are referred to the Medication Clinic to see a nurse practitioner or a doctor it is very important that you attend all of these appointments. If your medication will run out before the doctor’s or nurse practitioner’s appointment, call the office to request a refill two (2) weeks in advance. GCMHC providers do not write for electronic or faxed medication requests sent through outside pharmacies. You must call our clinic to request refills.

- **If you are not attending scheduled appointments with your therapist, case manager or nurse, your medication clinic appointments may be cancelled with the nurse practitioner or doctor.**

UNATTENDED CHILDREN:

We cannot be responsible for children left unattended in the lobby. If you must bring a child with you, an adult should accompany you so the child will not be left unattended in the lobby, unless other arrangements are made with your therapist.

***I UNDERSTAND THAT MY SELF-PAY FEE IS _____ .**

Client Signature *Date*

Client Parent/Guardian Signature *Date*

Center Representative *Date*