

Patrick R. Connelly, LCSW

Appointment No-Show/Late Cancellation Policy

The Relationship Institute of New Jersey has a **FIRM** no show/late cancellation policy regarding scheduled counseling sessions.

Your counseling appointment times have been reserved for you; therefore, please attend your follow-up visits as scheduled. Keeping your scheduled appointments is important as it allows us to maintain your mental health needs. If you cannot keep your appointment, please contact your therapist, Patrick R. Connelly, LCSW as soon as possible to cancel or reschedule. No shows and late cancellations are not only costly to a counseling practice, but they also limit access to care for other clients.

A minimum of 24 hours' notice is required for rescheduling or canceling an appointment (unless in the case of an emergency). At the discretion of your therapist, a fee up to the full agreed-upon fee for your counseling sessions will be applied should you fail to show up for a scheduled session or fail to provide a notice of cancellation at least 24 hours in advance of a scheduled session. This fee must be paid in full before future services are provided, unless other arrangements have been made with your therapist.

If you miss 2 consecutive scheduled appointments without notification or incur excessive late cancellations (less than 24 hours), you may be discharged from the practice and referred to another provider.