



*Embracing All the Possibilities®*

**THE DR. HELEN MAY STRAUSS CLINIC**

**60 Evergreen Place, 10<sup>th</sup> Floor, East Orange, NJ 07018 (973) 395-5500 Fax: (973) 395-9916**

### **The Dr. Helen May Strauss Clinic Cancellation Policy**

Thank you for entering into treatment at The Dr. Helen May Strauss Clinic. Punctual attendance is crucial to achieving your treatment goals. Every effort is made by our clinicians to accommodate your family's busy schedule. However, we understand that emergencies arise that cause you to be tardy or to miss sessions with your clinician. It is crucial that you call your clinician as soon as you know you will be late to or miss your appointment. **All sessions will end at the scheduled time, even if you are late.**

In the event that you do not notify your clinician of a missed session, the clinician will attempt to contact you by phone. If a second session is missed and the clinician has been unable to reach you by phone, a letter will be sent to attempt to reengage your family in services. If no contact is received following this letter, your case may be closed.

I have read and understand The Dr. Helen May Strauss Clinic's Cancellation Policy.

Client's Name \_\_\_\_\_

Client's Signature (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_