



GREEN SPEECH language services

free your child's voice

Rebecca Green, M.S., CCC-SLP Pediatric Speech-Language Pathologist

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Attendance Policy

Thank you for choosing Green Speech-Language Services. I want to provide the best possible services to all of my patients. I will do my best to schedule appointments that meet your needs. Regular attendance is important to your child's success. I ask that you follow the attendance policies outlined below:

1. **Cancellations:** Please call us at least 24 hours in advance to cancel your appointment. I reserve the right to charge a \$25 fee if you do not give us 24 hours notice. Insurance will not cover this fee.
2. **Missed Appointments:** If you cancel or do not attend 3 sessions in a row, I will put your services on hold until scheduling problems can be worked out.
3. **Late for Appointments:** If you are more than 15 minutes late for your appointment, I reserve the right to cancel the appointment and consider it a missed appointment (see policy for missed appointments above). If you are late for 3 or more sessions, I may put your services on hold until scheduling problems can be worked out.
4. **Clinician Cancellations:** If I am not able to attend your appointment, you will be contacted as soon as possible. Please be sure that I know the best way to reach you. Every effort will be made to reschedule your appointment in a timely manner.

To cancel an appointment, call or text me at 443-257-7448

or e-mail info@greenspeechlanguageservices.com

I agree to the attendance policies outlined above.

Print Patient's Name

Date

Parent/Guardian Signature

Relationship to Patient