



Counseling Associates of Southern Illinois Requests:

24 Hours Notice Policy

When canceling your scheduled appointment

If you are unable to keep your scheduled appointment, please kindly give 24 hours notice of cancellation.

A **\$55** fee will be assessed to your account should you cancel within 24 hours. **If you NO SHOW for a scheduled appointment time, a \$75 fee will be assessed.** Payment of this fee will be due upon receipt of a bill and is **NOT** billable to your insurance carrier.

***We appreciate your efforts in keeping your appointments or canceling them within 24 hours so that we are able to offer this time to another client that may be waiting for an immediate appointment.

Thank you.