



Behavioral Health Program ATTENDANCE CONTRACT

To maximize the benefits of medication management, it is very important to keep ALL scheduled appointments. Consistent attendance of follow-up appointments helps you obtain maximum treatment benefits and achieve your goals. Missing or being late for appointments disrupts medication follow-up schedules which negatively impacts not only your care, but also the care we can provide to other clients.

By signing this form, you are indicating that you understand our attendance policy and the consequences of not keeping your appointments.

“As a client of the Highland Pediatrics Behavioral Health Program:

1. I agree to notify the office at least 24 hours in advance to cancel my appointments. If I do not cancel and do not attend the appointment, then this will be considered a ‘No-Show’ and I may be charged a ‘No-Show’ fee.
2. I agree to contact the office as soon as possible for illnesses and family emergencies that occur within 24 hours of the appointment. I understand that the office will consider such factors before making a ‘No-Show’ determination.
3. I understand that an appointment will be considered a ‘Late Appointment’ if I arrive more than fifteen minutes past the start time of a scheduled appointment without calling ahead.
4. I understand that if am more than fifteen minutes late for an appointment, then I may not be seen that day, but if I am seen, then I understand that the appointment will end at the same end-time as the scheduled appointment.
5. I understand that two ‘Late Appointments’ will equal one ‘No-Show’.
6. I understand that three ‘No-Shows’ in a six-month period is grounds for discharge from the Behavioral Health program.”

Client (if over 18 y.o.) or Parent/Guardian Signature

Date

Printed Name

Relationship to Client

Following these guidelines will greatly facilitate quality of treatment. Thank you for your cooperation.

Please note, if you are discharged from the Behavioral Health Program due to attendance issues, then you will remain a medical patient of Highland Pediatrics, unless you either choose to transfer out entirely or if there is some other reason why complete dismissal from the practice would be appropriate.

Upon discharge from the Behavioral Health Program, you will be responsible for finding another mental health provider. The Behavioral Health Program will assist in transitioning your care to your new provider, which may include providing additional medication refills but only for a brief period as would be deemed necessary.