



COMMUNITY MENTAL HEALTH CENTER, Inc.

...partnering for wellness

Patient Cancellation and No-Show

CMHC, Inc. is committed to providing you excellent care, but this is impossible if you don't keep your appointments with your CMHC provider. No shows and late cancellations take time that could be used to help other patients.

We will try our best to schedule your visits when it is easy for you to attend. Keeping your appointments is important to your progress. If you cannot keep your appointment, contact us to cancel/reschedule as soon as possible.

CMHC, Inc. Cancellation and No-Show Policy:

1. If you cannot keep an appointment, you should call the office at least 24 hours before the scheduled appointment or it is considered a late cancellation.
2. Please note that if you miss your scheduled intake/first-time appointment for any reason we will ask you to talk to the Intake Specialist to plan next steps.
3. Your services may be re-evaluated and/or closed when you miss 2 appointments within 60 days
4. If your services are closed, you may request services again after 6 months.

These guidelines apply to all services, including medications, provided by CMHC except Harmony Health Primary Care. If you have questions, please discuss them with your treatment provider.

NOTE: Emergencies arise from time to time and a late cancellation cannot be avoided. The CMHC, Inc. management team will review emergency situations on a case-by-case basis.

I have read and understand the CMHC, Inc. patient cancellation and no-show policy:

Patient/Guardian Name (PRINT) _____

Patient/Guardian Name (SIGN) _____

Date _____

For emergencies, call the 24-hour crisis line for immediate attention: 1-812-537-1302; Toll Free – 1-877-849-1248.