



Tiffany Thibodeaux, LPC, NCC

Professional Counselor for Adults & Adolescents

24 Hour Cancellation Policy

We realize that clients may need to cancel or change their appointments from time to time however if you fail to cancel a scheduled appointment I cannot use this time for another client. If you must do so, please contact our office by calling (225) 402-9167 or email me at appts@tiffanythibodeaux.com, 24 hours before your scheduled appointment time.

- If you do not show up for your scheduled therapy appointment, and you have not notified us least 24 hours in advance, you will be required to pay the full cost of the private pay session. These fees are listed on my website at www.tiffanythibodeaux.com.
- If you miss a session without contacting the office, all future appointments will be cancelled and new appointments will not be booked until all fees are paid in full.
- If you are late for a session, the session will still end at the regularly scheduled time and you will be billed for the full amount. If you are more than 15 minutes late for a session and do not notify our office, your appointment may be given to another client.
- Exceptions to this policy are only given for extreme emergencies and at our discretion.

Charges for missed appointments are NOT COVERED by insurance and are your sole responsibility.

By Signing below I have read and agree to comply with the 24 Hour Cancellation Policy.

<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> American Express <input type="checkbox"/> Discover			
Name on Card	_____		
Card #	_____		
Expiration	_____	CVS	_____
Zip Code	_____		
Email Address for Receipts	_____		
Signature	_____	Date	_____

Optional Credit Card on File

_____ *By initialing here I choose to keep a credit card on file and authorize Tiffany Thibodeaux, LLC to charge the above credit card for future therapy sessions as they occur.*