



Lea Leonard, LCSW, BCN
(239) 287-0810

APPOINTMENTS

As part of your service plan, you and I will decide how long and how often we will meet. We will also decide the day and time of the meetings, and I will make every effort to accommodate your schedule. Usually, sessions are *once or twice weekly* and last *50 to 80 min.* We will often reassess and re-evaluate your needs.

Late Arrivals for Appointments

If I am late for our appointment, it is rare that I would be late starting a session. In the unlikely event that this happens, if your schedule permits, I will try to see you for your full session. If I cannot do this, I will see you for the time remaining of your session and adjust your fee. If my lateness can be anticipated, I will make every effort to contact you so that you can adjust your schedule accordingly. If you choose to reschedule your appointment due to my lateness, I will be happy to do so and will not bill you for the session we miss.

If you are late for our appointment, we will begin when you arrive and continue until the end of your planned session. You will be charged for the full session, unless you give me 24 hours' notice of your late arrival. Even if you cannot give me 24 hours' notice, I urge you to let me know that you are running late and the approximate time when you will arrive.

Cancellations of Appointments

When I must miss our appointment: There are times that I will be away for planned absences. Usually I am away for no more than a week or two for a conference or personal leave. I will tell you about these absences as far ahead as I know about them, and you will always know at least two weeks in advance. We will always discuss how you can use my absence to continue working toward your service goals.

In addition, if you have an emergency, please contact 911 immediately. If you have an urgent situation and need immediate attention, please contact the David Lawrence Center's Urgent Care at (239) 455-8500.

In the rare event that I am called away for an emergency or I have a sudden illness or an accident, this office will make every effort to contact you as soon as possible, to apprise you of my circumstances, and to reschedule our appointment. If you need to be seen during these times, this office will provide you with three referrals, again, if you need urgent care, please call 911 or the David Lawrence Center's Urgent Care at (239) 455-8500.

When you miss our appointment: There are times that you will be away for planned absences. Please inform me about these absences as far ahead as you know about them. We will discuss how you can use your absence to continue working toward your service goals. We will also discuss our next appointment to resume service after you return.

If you find that you cannot keep your appointment, please contact me as soon as possible so that I can offer the time to another client. You will not be charged for canceled sessions if I have 24 hours' notice. Otherwise, as stated in our fee policy, you will be billed for the session.

In the event that you are called away for an emergency or have a sudden illness or an accident, please make every effort to contact me or have someone else contact me as soon as possible. I will be concerned about you and will want to know your circumstances. I will want us to reschedule our appointment if possible.

I have read the above appointment information and understand this office's policy regarding appointments.

Client Signature _____ Date _____

Witness _____ Date _____

