



**Attendance and Discharge Disclosure**

It is expected that you attend all scheduled appointments and arrive prior to your appointment start time. If you arrive more than 10 minutes late, your appointment may be rescheduled, or your session time may be abbreviated. We require that you to notify us 24 hours in advance if you are unable to attend your scheduled appointment. If you miss 3 total appointments in a 6-month period, you may be required to join the 'Call List' for subsequent sessions instead of being able to schedule in advance. After you have attended 3 consecutive months of appointments while on the 'Call List,' you may schedule in advance as normal.

Treatment may be terminated at the request of the client, either verbally or in writing. Treatment may also be terminated by the clinic or treatment provider under the following circumstances:

- The client cannot be located, refuses further treatment, or is deceased.
- The client fails to participate in treatment services as evidenced by 3 consecutive missed appointments or 60 days without an appointment.
- The client has successfully completed treatment goals and no longer meets criteria for services.
- The client is referred to a higher level of care or more appropriate provider at another facility.
- The client engages in behavior that is deemed unsafe for staff or other clients.

The treatment provider will attempt to reach you prior to your chart being closed. In the event you are discharged, and you would like to reinstate services, you may call our front desk at 920-437-7206 to discuss re-admission.

My signature below indicates that I have read and understand the above information, policy, and/or procedure:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date