options for Southern Oregon

Chart #: _____

Attendance Policy & Reminder Message Consent

Options for Southern Oregon wants to provide services for people in need. In order for you to succeed, you must attend appointments. Not attending appointments impacts you and others.

- **No Shows:** If you miss an appointment, we will ask if you want to reschedule. This may count as a first no show. For a second missed appointment, we will send you a letter to see if you still want services. If you miss two appointments in 90 days, your services may stop. If you see a med provider at Options, meds may be transferred to your PCP. We want to see you succeed and need you to be part of your services.
- **Late Arrivals:** More than 10 minutes late, you may not be able to be seen. This may count as a missed appointment.

Please call us at 541-476-2373 at least 24 hours before your appointment, if you know you will not be able to make it to an appointment.

Appointment Reminders Agreement

I agree to Options contacting me by text and/or voicemail. Options may leave messages on my voicemail. A message may be left with someone if I am not available. I allow Options to share limited protected health information about appointments with third parties who may see these messages.

PREFERRED REMINDER CONTACT METHOD:

☐ **Text Message** ☐ **Voicemail** ☐ **Both Text and Voicemail** ☐ **Decline Reminders**

Preferred Text Number: _____

Preferred Voicemail Number: _____

_____

Individual Name (Please Print)

_____ _____

Individual Signature/Guardian/DHS Caseworker Date