

320 Amboy Ave, Rear Suite,
Metuchen, NJ 08840
Phone: 732-841-7565

GLADYS CARDONA L.C.S.W., A.C.S.W.

gladys@cardonatherapy.com
www.cardonatherapy.com
FAX: 732-738-3939

Case Closing Procedures

There are many reasons for closing a:

- Termination with referral,
- no further services needed,
- further services needed but, not available or rejected by client,
- client is lost to contact though follow-up is attempted,
- client moved or known to be unavailable.
- And many others

After a missed appointment I will attempt to contact you.

Unless arrangements have been made, failure to communicate with me within 14 days will result in your case being closed.

Re-opening a case require a new intake process.