

Chorus Cancellation Statement

We understand you may need to cancel a service from time to time. There are situations where we charge a cancellation fee if short notice is given, so we encourage you to give us as much notice as possible.

For those customers receiving services through the Commonwealth Home Support Program (**CHSP**) or a Home Care Package (**HCP**) you will be charged for cancelled services if:

You give us less than 24 hours' notice for a scheduled service.

When you cancel a scheduled visit with less than 24 hours' notice, you will be charged the full fee for the service. You can notify us by:

- phoning a Chorus office
- · emailing Chorus
- not being at home when we arrive for your scheduled service
- if you give notice at your door when we arrive for a scheduled service

Note: If you cancelled because you are unwell and are at your doctor's office or in hospital, you will <u>not</u> be charged if you notify us immediately. You must notify us by:

- phoning a Chorus office
- contacting the Direct Care staff

For those customers receiving services through the National Disability Insurance Scheme (**NDIS**) you will be charged for cancelled services if:

You give us less than 48 hours' notice for a scheduled service.

If you need to cancel an NDIS scheduled visit you can notify us by:

- phoning a Chorus office;
- emailing Chorus.

Please check the NDIS price guide for the most current information at: www.ndis.gov.au/providers/price-guides-and-pricing

For more information about cancellations:

If you have any questions, please contact your Coordinator. You can avoid cancellation charges completely by giving us the required notice.

| Reference Number | Approval date | Revision due |
|------------------|---------------|--------------|
| OPS: INFO: 0016 | 1/09/2020 | 1/09/2023 |