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## **Cancellation and No Show Policy**

### A Note To Our Patients:

It is our policy to provide each patient with the highest quality of service in an expeditious manner; therefore, we provide a reserved time slot for each patient with a specific therapist to minimize waiting and assure continuity of care.

In order to provide this service, we ask that you call a minimum of 24 hours in advance if you are unable to keep a scheduled appointment.

If you cancel your appointment within less than 24 hours of your scheduled time, you will be charged a \$35.00 fee. If you fail to show for two consecutive appointments, you will forfeit any remaining appointments and must therefore reschedule if you plan to continue with therapy.

All cancellations or no-shows will be documented in your medical record.

If you are Workers Compensation, we will notify your employer, adjuster and physician when more than one appointment is missed and not rescheduled.

Please note that three (3) late cancellations or no-shows within a 30 day period may result in your discharge from therapy.

We appreciate the opportunity to serve you and are constantly striving to improve our service. Thank you for your consideration of our staff and other patients.

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Signature

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Date