

## Cancellation/No Show Policy

We schedule our appointments so that each patient receives the right amount of time to be seen by our therapists and office staff. That's why it is very important that you keep your scheduled appointment with us and arrive on time.

As a courtesy, and to help patients remember their scheduled appointment:

- We call 1-2 business days prior to evaluations (first visit)
- We send text, phone call, or email reminders 1 day prior to daily visits
- We provided printed schedules of all upcoming appointments

If your schedule changes and you cannot keep your appointment, please contact us so we may reschedule you. This is to accommodate those patients who are waiting for an appointment. As a courtesy to our office, **please give us at least 24-hour notice** of a cancellation.

If you do not cancel or reschedule your appointment **with at least 24-hour notice**, we may assess a \$25 “No-Show” service charge to your account.

This “No-Show charge” is not refundable by your insurance company. You will be billed directly for it. After three consecutive No-Shows to your appointment, our practice may decide to remove you from the schedule until you are able to return for regular visits.

If we are unable to contact you for 3 consecutive weeks, your case will be discharged, and your physician will be notified.

*I understand that I must cancel or reschedule an appointment at least 24 hours in advance to avoid a potential no-show charge to my account.*

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Patient's Signature

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Date