CancelLation/No show/Late Policy

Your success in rehabilitation is a direct result of the regular attendance to your therapy. When you schedule an appointment, we reserve that time just for you so that we may provide optimum treatment outcomes for all our patients. Should you need to cancel or rescheduled an appointment please contact our office as soon as possible, and no later than 24 hours prior to your scheduled appointment. Should it be after regular business hours or a weekend, you may leave a message.

**Policy**

* If you must change your appointment, we required at least 24-hour notice for Cancellation or Rescheduling.
* If you are more than 15 minutes late for your scheduled appointment time, we reserve the right to ask you to reschedule your appointment.
* If you CANCEL your appointment with less than 24-hour notice: 1st- Fee waived, 2nd-$20.00, 3rd-$40.00
* If you NO SHOW your appointment: 1st-$20.00 Fee, 2nd-$40.00 Fee
* After 2 violations to this policy The Rehabilitation Center has the right to place patients on a same day scheduling policy for future treatments which would not allow you to schedule any appointments in advance or ask to discontinue therapy and we may contact your physician.
* Any fee’s accrued are charged to the patient, not the insurance company, and is due at the time of the patient’s next office visit.
* As a courtesy, when time allows, we make reminder calls/text for appointments. However, if you do not receive a reminder call or text, the above Policy will remain in effect.

We understand there may be times when an unforeseen emergency occurs and you may not be able to keep your scheduled appointment. If you should experience extenuating circumstances please contact our office who may be able to waive the fee.

I have read and understand the Appointment Cancellation/No Show/Late Policy and agree to its

terms.

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Signature (Parent/Legal Guardian) Relationship to Patient

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