

PATIENT MISSED APPOINTMENT POLICY

We strive to provide our patients with the utmost professionalism and excellence of service. Our commitment to your wellbeing and gain of your physical abilities is something everyone in our clinic takes quite seriously.

Because we care so much about you we realize that it would be a disservice to you if we did not emphasize the importance of your own commitment to the care you need to receive and to the actions we ask you to do.

Your adherence to the recommended number of treatments is a vital component of your progress with our services; therefore we have certain rules that need to be followed in order to ensure the most optimum results.

We expect you to keep all your appointments. We write down the time of your visits on an appointment card or calendar for you so you do not forget.

With the exception of serious emergencies it is expected that you keep all your appointments. If you need to reschedule an appointment we require 24-hour notice. In such case, please call our office and arrange for a make-up appointment with our Front Desk Receptionist. The make-up appointment needs to be in the same week, preferably the very next day.

In an instance of a cancellation without 24-hour notice or no-show to a scheduled appointment, we reserve the right to charge you a \$35 no-show fee.

In instances of repeated non-compliance with your scheduled visits, we also reserve the right to discontinue care and will inform your physician of the fact that your service has been discontinued due to non-compliance with the prescribed rehabilitation order.

We appreciate you greatly as our patient and strive to accomplish wonderful results and success for you.

All the staff at **Professional Therapy Associates** 😊

I have read and understand this policy.

Patient Name: _____

Signature: _____

Date: _____

Information below is required for treatment of a minor or a patient who does not have their own power of attorney.

Name of Parent or Legal Guardian: _____

Signature: _____

Date: _____