



24 Hour Cancellation Policy

We understand that emergencies and scheduling conflicts are sometimes unavoidable. However, advance notice of a missed appointment gives us the opportunity to fill the appointment slot with another patient who needs services and keeps us operating efficiently. Your treatment plan has been established by your medical practitioner(s) to get you back to your regular activities as quickly as possible. Missing appointments hinders that process and may end up prolonging recovery. Therefore, we ask that all patients adhere to the following policies.

1. **Please provide our office with 24-hour notice to change or cancel an appointment.** We are generally able to work with your schedule if there is a different day or time that is more convenient for you.
2. Patients who do not attend their scheduled appointment or do not give us a 24-hour notice of cancellation may be responsible for a \$25.00 service charge. If you reschedule your appointment within the same week we do not consider that a cancellation and you will not be charged.
3. After three missed or cancelled appointments without 24-hour notice, you may be placed on a same day only scheduling policy.
4. For workers' compensation and auto injury patients: Certain claims adjusters require attendance of therapy appointments as a mandatory requirement on your part. If appointments are missed or cancelled it could potentially affect your claim.

Please note we will never charge you for a cancellation if you give a 24-hour notice.

Thank you for your understanding and adherence to this policy.

I have read, understand, and agree to the above policy:

Patient Signature

Date