

Physical Therapy Appointment Policy



TherapyWorks is glad that you and/or your physician chose us to provide your physical therapy treatments. We want to make sure that our time together is productive and cooperative. In light of that purpose, please read and initial the agreement below.

- **Cancelled Appointments:** Please call to cancel any appointment you are unable to keep with at least a 24 hour notice. This will allow enough time for another patient to be notified that might not otherwise be seen. Cancelling with less than 24 notice will result in a \$35 fee the first time. Subsequent missed appoints will incur a **\$65 fee. Initial___**
- **Failure to show up for an appointment without any notice** will result in a \$35 missed appointment fee the first time. Subsequent missed appointments will incur a **\$65 fee. Initial___**
- **If you miss two or more appointments** without canceling in advance, all future appointments may be cancelled (depending upon circumstances). **Initial___**
- **If you are more than ten minutes late** to your appointment, the therapist may be unable to treat you that day. This may be counted as a missed appointment. **Initial___**
- **If you have a contagious illness or fever**, please cancel your therapy appointment with as much notice as possible. Illness will not be counted as a missed appointment provided that you notify us within a reasonable amount of time. **Initial___**
- **No Dogs** are allowed unless they are service dogs specifically trained to aid a person with a disability. **Initial__**
- **After signing in**, we ask that you stay in the reception area until you are escorted back by your physical therapist or aide. **Initial__**
- **Payment is due** within 3 weeks of statement date. A \$2.50 charge will be applied for each month a balance remains unpaid. In the event of your account being sent to collections, a charge of up to 25% will be applied.

Thank you for working with us to help make the most of our time together!

Signature_____

Date:___/___/___