

Therapy Connections, LLC

Attendance, Cancellations, Vacations and No-Shows Policy

- We require 24 hours' notice in the event of a cancellation. Have an alternative time in mind to reschedule your child's appointment when you call in to the clinic.
- There is a \$25 charge for a cancellation without proper notice. This charge will not be covered by insurance but will have to be paid by you personally before your next scheduled appointment.
- Failure to cancel or appear during an appointment is considered a no-show. A \$25 fee will be assessed for no-show appointments. This charge is not covered by insurance but will have to be paid by your personally before your next scheduled appointment.
- In the event of inclement weather call the office the day of the event if you are unable to make your scheduled appointment. A fee will not be assessed due to weather.
- Verify with the front desk any appointments that will need to be cancelled.
- We are unable to hold any time slot if you do not arrive or miss appointments for more than 2 scheduled consecutive weeks.
- Frequently cancelled appointments (more than 1 scheduled visit for every 8 appointments) will be basis for removal from our schedule.
- Your child will be removed from the schedule if two no-shows occur. Your scheduled appointment time will be offered to another child waiting services.
- If you leave during your child's therapy session, we request that you return 10 minutes prior to the session being completed to enable the therapist to discuss your child's treatment.

Please cooperate with us in this regard. We're looking forward to working with you.

Parent or Guardian Signature

Date

Discover Abilities ... Achieve Results... Experience Success.